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2003

MUNICIPAL DOCUMENT

AGENDAS/MINUTES
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Monday, January 6, 2003
12:00 Noon
Hamilton Convention Centre
Room 314**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. *Confirmation of Proceedings*
- B. *Appointment of Auditors*

Attachment A
Attachment B

INFORMATION ITEMS

2. Minutes of Annual Meeting January 7, 2002
 - 2.1 Errors of Omissions
 - 2.2 Motion to Approve
3. New Business
4. Other Business
5. Adjournment

Attachment 2

OUTSTANDING BUSINESS

Nil

2002 December 30
Patricia Bennett
Legislative Assistant

ASR 3003
GATON HBT A&P

A. Confirmation of Proceedings

THAT ALL OTHER ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

B. Appointment of H.E.C.F.I. Board
and City of Hamilton Auditors

THAT H.E.C.F.I. APPOINT THE SAME AUDITORS AS ARE APPOINTED BY THE CITY OF HAMILTON TO BE EFFECTIVE UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL AN ALTERNATE AUDITING FIRM IS APPOINTED.

Note: The City of Hamilton appointed the firm of Grant Thornton, Chartered Accountants for the year 2002.

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Monday, January 7, 2002
4:00 p.m.
Hamilton Convention Centre
Room 202

MINUTES

PRESENT:

Mr. A. Skrypniak, Chair
Councillor R. Powers, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Mayor R. Wade
Councillor A. Horwath
Councillor C. Collins
Councillor B. Kelly
Mr. S. Monzavi
Mr. F. Deys
Mr. P. DeCaria
Mr. R. Baboth
Mr. T. Anderson
Mr. I. Thompson
Ms. B. Shackleton

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder

1. Opening Remarks

Board Chair Andy Skrypniak called the meeting to order at 4:05 p.m. He welcomed the two new appointees, Ms. B. Shackleton and Mr. I. Thompson, and congratulated Mr. R. Baboth on his reappointment.

Other comments included recognition of the opening of Skate Canada's Figure Skating Championships today. An announcement will be made at next week's press conference that the 2004 ISU Four Continent Championships will be held at Copps Coliseum.

A. Confirmation of Proceedings

MOVED by Councillor Kelly, seconded by Mr. Anderson that

ALL OTHER ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

MOTION CARRIED.

B. Appointment of Auditors

MOVED by Mr. DeCaria, seconded by Mr. Baboth that

H.E.C.F.I. APPOINT THE SAME AUDITORS AS ARE APPOINTED BY THE CITY OF HAMILTON TO BE EFFECTIVE UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL AN ALTERNATE AUDITING FIRM IS APPOINTED.

MOTION CARRIED.

It was noted that the firm of Grant Thornton, Chartered Accountants, has been appointed for the year 2001.

2. Minutes of Annual Meeting June 13, 2001

MOVED by Mr. Deys, seconded by Mr. Monzavi that

THE MINUTES OF THE ANNUAL MEETING HELD JUNE 13, 2001 BE APPROVED.

MOTION CARRIED.

3. New Business

Nil

4. Other Business

Nil

5. Adjournment

The meeting adjourned at 4:10 p.m.

TAKEN AS READ AND APPROVED

Mr. A. Skrypniak, Chair

Patricia Bennett, Secretary

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Monday, January 6, 2003
12:00 Noon (*Directly following the Annual Meeting*)
Hamilton Convention Centre
Room 314

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|---|--------------|
| 2. | Election of Officers
Appointment of Committee Membership | Attachment 2 |
| 3. | Standing Committee Terms of Reference | Attachment 3 |
| 4. | Board and Standing Committee Meeting Schedule | Attachment 4 |
| 5. | Notice of Motion | Attachment 5 |

INFORMATION ITEMS

- | | | |
|-----|---|--------------|
| 6. | Correspondence | Attachment 6 |
| 7. | Minutes of Special Meeting Held December 11, 2002 | Attachment 7 |
| | 7.1 Errors or Omissions | |
| | 7.2 Motion for Approval | |
| 8. | Business Arising From the Minutes | |
| 9. | Personal and Confidential | |
| 10. | New Business | |
| 11. | Other Business | |
| | 11.1 2001 Annual Report : HECFI Web Site | Verbal |
| 12. | Adjournment | |
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MUNICIPAL DOCUMENT

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Secretary to the Board of Directors

DATE: 2003 January 6

SUBJECT: ELECTION OF OFFICERS :
APPOINTMENT OF COMMITTEE MEMBERSHIP
VOTING PROCEDURES and BACKGROUND INFORMATION

The following is voting criteria which is forwarded to you simply as a reminder of procedures to be followed during the election of officers and committee membership appointments:

- (i) Someone other than a Board Member must assume the Chair for the purpose of the election of the Chair; thereafter the elections may be conducted by the newly elected Chair;
- (ii) In respect of the election of the Chair, First Vice-Chair and Second Vice-Chair, Bill Pr34 states as follows: clause 11 (4), "*At least one of the Chair or First Vice-Chair or Second Vice-Chair shall be a Member of Council and at least one of them shall not be a Member of Council*"; and clause 11 (5), "*The Chair, First Vice-Chair and Second Vice-Chair are eligible for re-election.*"
- (iii) Elections shall be by secret ballot and all ballots shall be destroyed at the conclusion of the election process (94:1);
- (iv) Should only one person be nominated for a position then that person is declared elected by acclamation;
- (v) In order for an individual to become elected there must be a majority vote. If all members are not in attendance then the majority decreases accordingly;
- (vi) Should two or more individuals be nominated, no majority is reached and the individual with the least number of votes is dropped from the ballot. This procedure is continued until a majority is reached;

- (vii) Should a tie vote occur, a second ballot is taken. If the results of the second ballot remains a tie, the officer is elected by means of a draw by lot;
- (viii) Directors must be present in order to vote; proxy votes are not permitted;
- (vix) Directors may be elected/appointed if he/she is absent from the meeting. (A letter of acceptance or some other means of conveyance of acceptance should exist).
- (x) In respect of Standing Committees, H.E.C.F.I.'s By-Law No. 6 approved at the Board's February 8, 1993 Regular meeting, states as follows:

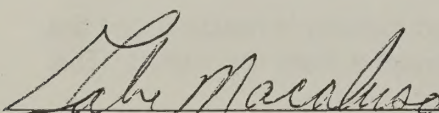
"Each Committee appointed shall be composed of not less than five (5) members of the Board, including the Mayor, the Chair of the Board and three others.

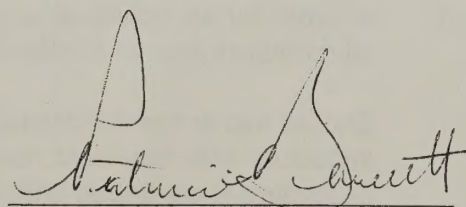
All Committee Members shall be appointed annually by the full Board at its meeting held immediately subsequent to the Annual Meeting.

A Chair and a Vice-Chair of each Standing Committee shall be elected by the full Board at its meeting held immediately subsequent to the Annual Meeting."

For your information enclosed is a record of officers and committee membership for the years 2000, 2001 and 2002.

Respectfully submitted,


Gabe Macaluso
Managing Director/CEO


Patricia Bennett
Secretary to the Board of Directors

2002
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Councillor Russ Powers, Chair
Mr. Andy Skrypniak, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor Robert Wade
Councillor Chad Collins
Councillor Bill Kelly
Councillor Andrea Horwath
Mr. Fred Deys
Mr. Pat Decaria
Mr. Sonny Monzavi
Mr. Rob Baboth
Mr. Terry Anderson
Mr. Ian Thompson
Ms. Barbara Shackleton

OPERATIONS COMMITTEE

Mayor R. Wade
Councillor R. Powers, Board Chair
Mr. T. Anderson, Committee Chair
Councillor C. Collins, Committee Vice Chair
Councillor B. Kelly
Mr. A. Skrypniak
Mr. P. DeCaria
Mr. R. Baboth
Mrs. M. Dow

MARKETING & SALES COMMITTEE

Mayor R. Wade
Councillor R. Powers, Board Chair
Mr. F. Deys, Committee Chair
Mr. R. Baboth, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Ms. B. Shackleton

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Wade
Councillor R. Powers, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. P. DeCaria, Committee Vice Chair
Councillor A. Horwath
Mrs. M. Dow
Mr. F. Deys
Mr. I. Thompson

AUDIT COMMITTEE

Mayor R. Wade
Councillor R. Powers, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. P. DeCaria, Committee Vice Chair
Councillor A. Horwath
Mrs. M. Dow
Mr. F. Deys
Mr. I. Thompson

2001
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Mr. A. Skrypniak, Chair
Councillor Russ Powers, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor Robert Wade
Councillor Chad Collins
Councillor Bill Kelly
Councillor Andrea Horwath
Ms. Brenda Campbell
Mr. Fred Deys
Mr. Pat Decaria
Mr. Sonny Monzavi
Mr. Bill Ingleby
Mr. Rob Baboth
Mr. Terry Anderson

OPERATIONS COMMITTEE

Mayor R. Wade
Mr. A. Skrypniak, Board Chair
Mr. T. Anderson, Committee Chair
Councillor C. Collins, Committee Vice Chair
Councillor B. Kelly
Ms. B. Campbell
Mrs. M. Dow
Mr. F. Deys
Mr. R. Baboth

MARKETING & SALES COMMITTEE

Mayor R. Wade
Mr. A. Skrypniak, Board Chair
Mr. B. Ingleby, Committee Chair
Ms. B. Campbell, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. T. Anderson
Mr. R. Baboth
Mr. S. Monzavi

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Wade
Mr. A. Skrypniak, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. B. Ingleby
Councillor R. Powers
Councillor A. Horwath

AUDIT COMMITTEE

Mayor R. Wade
Mr. A. Skrypniak, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. B. Ingleby
Councillor R. Powers
Councillor A. Horwath

2000
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor Robert Morrow
Alderman Ron Corsini
Alderman Bill Kelly
Ms. Brenda Campbell
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Pat Decaria
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby
Mr. Rob Baboth

OPERATIONS COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. A. Skrypniak, Committee Chair
Alderman B. Kelly, Committee Vice Chair
Alderman B. Charters
Ms. B. Campbell
Mrs. M. Dow
Mr. B. Ingleby
Mr. J. Nelson

MARKETING & SALES COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. B. Ingleby, Committee Chair
Ms. B. Campbell, Committee Vice Chair
Alderman R. Corsini
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth
Mr. F. Deys

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

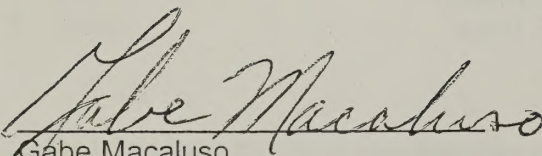
FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Secretary to the Board of Directors

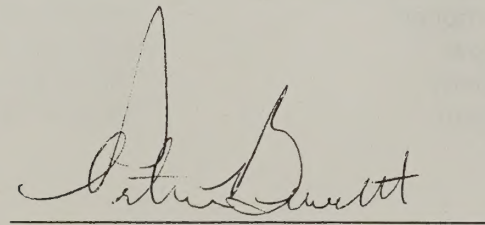
DATE: 2003 January 6

SUBJECT: STANDING COMMITTEE TERMS OF REFERENCE

RECOMMENDATION:

THAT THE TERMS OF REFERENCE FOR THE OPERATIONS, MARKETING & SALES, AND FINANCE & ADMINISTRATION COMMITTEES BE ENDORSED.


Gabe Macaluso
Managing Director/CEO


Patricia Bennett
Secretary to the Board of Directors

H.E.C.F.I. OPERATIONS COMMITTEE
TERMS OF REFERENCE

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Oversee the Box Office/Ticketing Services for all HECFI facilities;
5. Monitor building and equipment to ensure optimum performance;
6. Monitor operations efficiency and effectiveness;
7. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
8. Provide a monthly written report to the Board;
9. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
10. Perform other duties as assigned by Board of Directors.

H.E.C.F.I. MARKETING AND SALES COMMITTEE
TERMS OF REFERENCE

1. a) Receive, review and recommend to the Board the Annual Marketing Plan;
 b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties assigned by Board of Directors.

H.E.C.F.I. FINANCE & ADMINISTRATION COMMITTEE
TERMS OF REFERENCE

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10 year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Recommend to the Board all operation, capital and maintenance expenditures related to the Business Services Division within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
6. Assume responsibility for the efficient management of funds;
7. Provide a monthly written report to the Board;
8. Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee;
9. Perform other duties as assigned by Board of Directors.

4

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Secretary to the Board of Directors

DATE: 2003 January 6

SUBJECT: BOARD AND STANDING COMMITTEE SCHEDULE

RECOMMENDATION:

THAT THE REGULAR MEETINGS OF THE BOARD TAKE PLACE DURING THE LAST WEEK OF THE MONTH; and

THAT THE STANDING COMMITTEES OF THE BOARD TAKE PLACE DURING THE WEEK PRECEDING THE REGULAR FULL BOARD MEETINGS; and

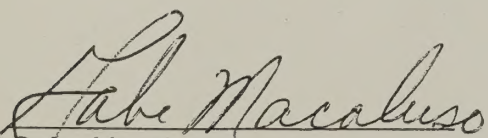
THAT THE BOARD ESTABLISH THE DAY AND TIME FOR EACH OF ITS MEETINGS.

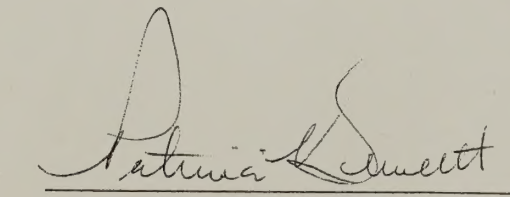
BACKGROUND:

- Currently the Board and its Standing Committees meet as follows:

Regular Board Last Wednesday of the month at 12 Noon
(Lunch Provided at 11:30 a.m.)
All Standing Committees meet the week preceding the Regular Board
Operations, Marketing & Sales and Finance & Administration
Wednesday preceding the Board Meeting at 12 Noon
(Lunch Provided at 11:30 a.m.)
- The schedule provides management's facilitation of the business of the Board on a timely basis; i.e. all Standing Committees meet the week prior to the Board ensuring that issues forwarded to the full Board are current.
- The foregoing meeting schedule may interfere with the City's Hearing Sub-Committee meetings which take place every Wednesday beginning at 9:30 a.m.

Respectfully submitted,


Gabe Macaluso
Managing Director/CEO


Patricia Bennett
Secretary to the Board of Directors

NOTICE OF MOTION

THAT THE CHAIR OF THE BOARD AND THE CHAIR OF THE AUDIT
COMMITTEE BE JOINTLY RESPONSIBLE FOR THE CONDUCT AND
COMPLETION OF THE SPECIAL AUDIT.

6

DEC 7 2002
DEC 20 2002

212 Stonehenge Dr., #18
Ancaster, ON
L9K 1N5
December 16, 2002

Hamilton Place
10 MacNab St. S.
Hamilton, ON
L8P 4Y3

To Whom it May Concern:

My wife and I were given tickets to the Rita McNeil and the Men of the Deeps concert on December 8, 2002. The week previous to that, I had fallen and torn ligaments in my knee and was forced to use crutches while waiting for a knee brace. Our tickets for the concert were in the first row of the balcony, and I was concerned that not only would it be difficult for me to reach that row on crutches, it would also be difficult to sit for the whole performance with a knee that would not bend.

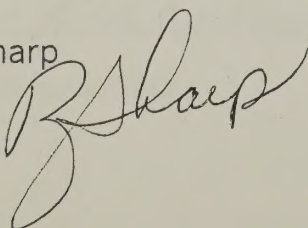
My wife spoke to a House Manager on the afternoon of Dec. 8, who advised that we should arrive early, and present our tickets for exchange at the box office, as they had made arrangements to change our seats.

Upon admission to the lobby, one of your staff found a chair that I used until the Great Hall opened, and even then we were escorted in before the doors officially opened. We were just thrilled to find that our seats were in the second row, and that there were no seats right in front of us, so that I could indeed stretch out my leg throughout the show. One of your staff even stored the crutches in his office for the duration.

Our many thanks for the exceptional treatment in this situation.

Yours truly,

Ronald Sharp



HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Wednesday, December 11, 2002
2:30 p.m.
Hamilton Place Board Room

MINUTES

PRESENT:

Mr. R. Powers, Chair
Councillor C. Collins, First Vice Chair
Mayor R. Wade
Councillor B. Kelly
Mr. S. Monzavi
Mr. F. Deys
Mr. P. DeCaria
Mr. T. Anderson
Mrs. M. Dow
Mr. R. Baboth
Mr. I. Thompson

ALSO PRESENT:

Mr. B. Calder
Mr. R. DiFilippo
Mr. D. Logan

REGRETS:

Councillor A. Horwath
Ms. B. Shackleton
Mr. A. Skrypniak

1. Opening Remarks

The Chair called the meeting to order at 2:45 p.m. Mr. Powers advised that a Special Audit Committee had taken place immediately prior to this meeting and that a recommendation from that Committee is forthcoming as the first action item.

A. Special Audit Committee Recommendation From its Meeting Held December 11, 2002.

MOVED by Mr. Monzavi, seconded by Mr. Deys that

THE ACCOUNTING FIRM OF GRANT THORNTON BE INFORMED OF THE FINDINGS OF THIS AUDIT COMMITTEE VIA A CONFIDENTIAL REPORT; and

THAT STAFF MAKE THEMSELVES AVAILABLE TO GRANT THORNTON FOR ANY QUESTIONS IT MAY HAVE; and

THAT THE DIRECTOR OF BUSINESS SERVICES BE FURTHER DIRECTED TO REQUEST THAT GRANT THORNTON INCLUDE SPECIFIC AUDIT PROCEDURES DURING ITS YEAR-END AUDIT TO ADDRESS THE MATTERS INCLUDED IN THE AUDIT COMMITTEE REPORT AS WELL AS ANY OTHER FINANCIAL IRREGULARITIES; and

THAT GRANT THORNTON BE REQUESTED TO PROVIDE A SPECIAL REPORT ON ITS FINDINGS AS SOON AS POSSIBLE.

MOTION CARRIED.

The Director of Business Services was directed to discuss the foregoing with Grant Thornton as soon as possible and to ascertain how quickly the special report can be developed. His findings are to be communicated to Board Members via e-mail.

B. Notice of Motion Served November 28, 2002 : Review of HECFI

The following Notice of Motion was MOVED by Councillor Kelly and seconded by Mr. Baboth:

THAT THE BOARD INITIATE A REVIEW OF HECFI'S STRUCTURE, FUNCTION, OPERATIONS, PROCESSES AND FINANCES IN CONCERT WITH RELEVANT CITY STAFF AND IDENTIFIED OTHERS UNDER THE FACILITATION AND DIRECTION OF AN EXTERNAL CONSULTANT WITH A TARGET OF REPORTING BY LATE FEBRUARY 2003. THE COSTING FOR THIS REVIEW IS TO BE BROUGHT BACK FOR BOARD APPROVAL AT THE EARLIEST CONVENIENCE.

Following a lengthy discussion the following motion was

MOVED by Councillor Kelly, seconded by Mayor Wade that

THE CITY MANAGER TOGETHER WITH THE ACCOUNTING FIRM GRANT THORNTON BE REQUESTED TO DEVELOP TERMS OF REFERENCE AND A COST PROJECTION FOR A REVIEW OF HECFI'S STRUCTURE, FUNCTION, OPERATIONS, PROCESSES AND FINANCES; and

THAT A REPORT OUTLINING THE FOREGOING BE PRESENTED TO THE HECFI BOARD FOR APPROVAL.

MOTION CARRIED.

2. Correspondence

Nil

3. Minutes of Regular Meeting Held November 28, 2002

MOVED by Mr. Thompson, seconded by Mr. DeCaria that

THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 28, 2002 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

Nil

5. Private and Confidential

MOVED by Mr. Thompson, seconded by Mrs. Dow that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 3:20 P.M.

MOTION CARRIED.

MOVED by Mrs. Dow, seconded by Mr. DeCaria that

THE IN-CAMERA MEETING BE ADJOURNED AT 4:15 P.M.

MOTION CARRIED.

:

:

MOVED by Mr. Monzavi, seconded by Mr. Baboth that

THE TERMS OF EMPLOYMENT FOR THE POSITION OF HECFI'S MANAGING
DIRECTOR/CEO BE RECOMMENDED FOR CONSIDERATION BY MR. GABE
MACALUSO; and

THAT MR. DAVE LOGAN, ON BEHALF OF HECFI, INITIATE NEGOTIATIONS WITH
MR. MACALUSO.

MOTION CARRIED.

6. New Business

Nil

7. Other Business

Nil

8. Date of Next Meeting

Monday, January 6, 2003

9. Adjournment

The meeting adjourned at 4:20 p.m.

TAKEN AS READ AND APPROVED

:

Chair, Mr. S. Monzavi

Patricia Bennett, Secretary

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2003

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, January 30, 2003

12:00 Noon

(Lunch Served at 11:30 p.m.)

Hamilton Convention Centre

Room 314

MUNICIPAL DOCUMENT

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks
2. Delegation : 91st Highlanders Athletic Association Attachment 2

ACTION ITEMS

- A. Finance & Administration Committee First Report of 2003 Attachment A
- B. Community Dinner : Junior Achievement Attachment B
- C. Community Dinner : CYO Celebrity Dinner Attachment C
- D. Tiger Cats Season's Tickets Attachment D

INFORMATION ITEMS

3. Correspondence Attachment 3
4. Minutes of Special Meeting Held January 6, 2003 Attachment 4
 - 4.1 Errors or Omissions
 - 4.1 Motion for Approval
5. Business Arising from the Minutes
6. Reports
 - 6.1 Financial Summary for the Eleven Month Period Ended November 30, 2002 Attachment 6.1
7. Private and Confidential
8. New Business
9. Other Business
10. Date of Next Meeting: Thursday, February 27, 2002
11. Adjournment

OUTSTANDING BUSINESS

- (i) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
 - (ii) City Manager to Attend Future Board Meeting
 - (iii) Report : City Chargebacks
 - (iv) Police Chief (or Designate) to Attend Future Board to Discuss Club "Colors" at Events
 - (v) City Manager to Develop Terms of Reference : Review of HECFI's Structure, Function, Operations, Processes and Finances
-

2003 January 27
Patricia Bennett
Board Secretary

MUNICIPAL DOCUMENT



91ST



HIGHLANDERS ATHLETIC ASSOCIATION

10 Garden Dr.,
Grimsby, Ontario
L3M 3Y1

Hamilton, Ontario
Canada
905 945 9993

January 14, 2003

Mr. Fred Deys, Chairman of the Board,
Hamilton Entertainment & Convention Facilities Inc.,
71 Main St. W.,
Hamilton, Ontario,
L8P 4Y5

Dear Chairman Deys:

The 91st Highlanders' Athletic Association is already well into the planning process for the next Hamilton Spectator Indoor Games. They will be held February 20, 21, 2003 and will be the 78th running of North America's oldest continuous indoor track meet. We had a good meet last year, which was well received by those in attendance. We intend to continue in the same manner in 2003.

Enclosed is a brief history of the meet and a schedule of events for this year

From 1908 to 1985, the meet was held at the John Weir Foote (James Street) Armoury. When Copps Coliseum opened in 1986, we were offered a grant from HECFI to persuade us to move the meet. The grant from HECFI and then the City of Hamilton continued each year. This year, however, we did not receive the grant from the City of Hamilton.

We are a "not for profit" organization. Consequently, the fact that we did not receive the grant requires that we reduce expenses as much as possible. We are asking, therefore, that, for this year, the rent be reduced.

We have applied for a grant to be used for the 2004 track and field meet. If we are successful, then it will be "business as usual" next year.

The purpose of this letter is to ask that we be allowed to make a presentation to your board meeting on Thursday, January 30, 2003.

I am able to meet at your convenience. Please call if you think that a prior meeting would be productive.

Sincerely;

Tom Roden,
Executive Director



FINANCE AND ADMINISTRATION COMMITTEE
FIRST REPORT OF 2003

The Finance and Administration Committee presents its **FIRST** Report of 2003 from its meeting held January 23, 2003 and respectfully requests approval of the following recommendations:

1. 2003 Operating and Capital Budgets

THAT THE MUNICIPAL CONTRIBUTION CONTAINED IN THE 2003 H.E.C.F.I. OPERATING BUDGET BE REDUCED BY \$102,000.

2. Non-Union Salary Adjustment

THAT THE NON-UNION SALARY GRID BE ADJUSTED BY 2.5% AND THAT THE INCREASE BE RETROACTIVE TO APRIL 1, 2002 FOR ALL NON-UNION SALARIED EMPLOYEES AS APPROVED BY CITY COUNCIL AT ITS MEETING ON DECEMBER 11, 2002.

Respectfully submitted,

Mr. S. Monzavi, Chair

sb

Patricia Bennett, Secretary

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2003 January 24

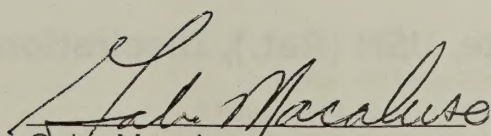
SUBJECT: **COMMUNITY DINNER : Fourteenth Annual
Governors' Dinner & Awards ~ Junior Achievement
March 4, 2003- Hamilton Convention Centre**

RECOMMENDATION:

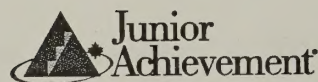
THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$1250. TO THE FOURTEENTH ANNUAL GOVERNORS' DINNER & AWARDS, JUNIOR ACHIEVEMENT OF HAMILTON, TO BE HELD MARCH 4, 2003 AT THE HAMILTON CONVENTION CENTRE.

BACKGROUND:

- The Junior Achievement Governors' Dinner & Awards has presented its event on several occasions at the Hamilton Convention Centre, alternating with other local venues.
- The function is a worthy community event that promotes the education of students focusing on entrepreneurial skills.
- This year's annual event is being held at the Hamilton Convention Centre and it has been HECFI's practice to support high profile community events being held in its facilities by purchasing a table of ten on behalf of the Board of Directors.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO

One Man Fighting For His Honor



Sponsored by:



**Carl Brashear, Master Chief Boatswain's Mate, USN (Ret.), Inspiration
for the motion picture *"Men of Honor"***

Hamilton Convention Centre

March 4, 2003

March 4, 2003—Carl Brashear—Keynote Speaker

Hamilton Convention Centre

Company _____

Contact _____

Address _____

City _____ PC _____

Telephone _____

Please reserve _____ table @ \$1,250 per table (NO GST)

Please reserve _____ seats @ \$125 per person (No GST)

I cannot attend please accept my financial support \$ _____

Cheque enclosed _____ VISA _____

VISA _____ Exp _____

Name on VISA _____

Signature _____

Please make cheques payable to Junior Achievement.
Your tickets will be mailed upon receipt of payment.

For more information please call 905-528-JAJA (5252)
or fax your order 905-528-7787

RSVP February 28, 2003

Junior Achievement is an international not-for-profit organization that provides quality economic and business education to students from kindergarten through OAC. These experiential programs are provided through a unique partnership with business, educators and youth. JA is located in 17 countries around the globe and our programs will reach nearly 3,500 local youth during this academic year.

Master of Ceremonies
Jennifer Kirstein

Jenn is an OAC student at Ancaster
Secondary School and a fourth year
achiever in our flag ship after school
program — Company Program.



Junior Achievement
2 King Street West, Cinema Bldg
Hamilton, ON L8P 1A1
905-528-JAJA
Fax 905-528-7787
www.jahamilton.org
specialevents@ja.ca

Board of Directors

Claire Bentzen-Bilkvist, Hamilton Spectator
Tony Maddalena, Dofasco Inc.

Board of Governors

Terry Cooke, C.O.O., Fluke Transport
Craig Dowhaniuk, Morgan Firestone Foundation
Harold Embree, Embree Industries
Roy Green, CHML
F. George Heisz, Bank of Montreal
Bob Jones, Orlick Industries
David MacPhee, Deloitte & Touche
Joe Ng, JNE Consulting Ltd.
Chester Waxman, I. Waxman & Sons Ltd.

Dear Business Colleague,

Since 1968, Junior Achievement of Hamilton has been educating and inspiring young people to value free enterprise, understand business and economics and be work force ready. JA provides a necessary bridge between school and the workforce by bringing volunteers into the classrooms from a grade 7 class in the northend of Hamilton to a high school class in Dundas. These volunteers using JA materials, share their personal experiences with the students.

As this year's Chairman of the 14th Annual Governors' Dinner it is my pleasure to invite you to celebrate our accomplishment and make a solid path for the future.

As a JA in-class volunteer, I have seen first hand how these students grow and learn in the JA program. That is why I am helping to spread the JA message. Helping spread this message are over 1,000 small and large businesses which have formed indispensable partnerships with educators in the name of JA. Without their financial investments and gifts JA would not be where it is today, 34 years strong and still growing. The Governors' Dinner is JA's prestigious fund raising event, and you can be part of over 1,000 businesses and individuals who will help JA form a strong path for the next 35 years.

We are pleased to welcome Carl Brashear, Inspiration for the motion picture "Men of Honor". *Master Chief Brashear is the first African-American deep sea navy diver.*

The dinner is March 4, 2003, Hamilton Convention Centre. Reception 5:30 pm. Tickets are \$125 each; \$1,250 for a table of ten (no GST) Seating is assigned on a first reserved basis.

Our speaker will be enlightening and challenging; I urge you to join us at this important event.

Sincerely,

Jason Julian, Dan Lawrie Insurance Brokers Limited
Chair Junior Achievement Governors' Dinner

Carl Brahsear—Biography

Carl Brashear was the sixth of nine children born to rural Kentucky sharecroppers. Carl attended a small, segregated one-room schoolhouse and completed only seven grades, however, he later earned a GED and continued his education as an adult at the community college level. This ambition, determination, and "can do spirit" was brought on by a strong family background and it became the foundation upon which Carl was able to build two outstanding and successful careers. Carl Brashear joined the United States Navy in 1948 at the age of 17. He amassed the distinction of being a pioneer in the Navy as the first black deep sea diver, the first black Master Diver, and the first person in naval history to be restored to full active duty as an amputee (the result of an injury he sustained during a salvage operation). Carl was the first amputee to be advanced to the rank of Master Chief Petty Officer.

Carl became the only amputee deep-sea diver to reach the status of Master Diver and he is the only black man to ever hold the position of Master Diver of the United States Navy (a position he held from 1975-1977). During his career, his appointments included non-diving positions such as serving on President Eisenhower's staff as Aquatic Escort and a variety of diving assignments on submarine rescue and salvage ships. He even served on an aircraft carrier during the Korean War. Carl so distinguished himself as a sailor of polished appearance and professionalism he was given the title "Mister Navy" by his peers and consequently by the Navy. His most notable awards include one of the highest peacetime Naval awards--the Navy/Marine Corps Medal. In 1989 he was enshrined in naval history as a "Naval Tradition Maker" and his portrait, commissioned by the Department of the Navy, can be found in the Gallery of Art in Washington, D.C. Following a phenomenal naval career, which ended with his retirement in 1979, Carl continued to excel. He began a civil service employment career in 1982 as an Engineering Specialist and he retired in 1993 as an Environmental Protection Specialist. Carl's rapid advancement and accomplishments earned him the second highest Civil Service award - the Navy Meritorious Civilian Service Award.

Carl has been featured on several national and local television shows and in a variety of newspapers and magazine articles. Recently, Twentieth Century Fox produced a feature motion picture based on his life. "Men of Honor," starring Cuba Gooding, Jr. as Carl Brashear and Robert Deniro was released in theaters in the Fall of 2000.

Carl Brashear says his philosophy is, "love yourself, develop a positive attitude, set a goal and work toward it with all your might." He credits this as the key to his success.

C

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2003 January 24

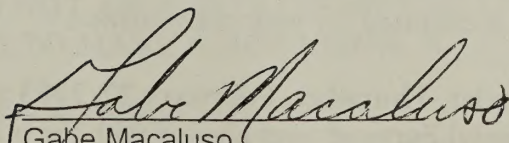
SUBJECT: COMMUNITY DINNER : CYO Celebrity Dinner
February 27, 2003, Carmen's Banquet Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE CHAIR AND FIRST VICE-CHAIR TO ATTEND THE CYO CELEBRITY DINNER, THURSDAY, FEBRUARY 27, 2003 AT CARMEN'S BANQUET CENTRE AT A COST OF \$200.

BACKGROUND:

- The CYO Celebrity Dinner is a high profile, community dinner held annually at Carmen's Banquet Centre. Proceeds from the event support Camp Brebeuf and Camp Marydale's special summer program for disabled children. As in the past several years, attendance at the event by the Chair and First Vice-Chair (or their designates) will ensure that H.E.C.F.I. maintains its community profile.
- Funds will be provided in the 2003 Operating Budget for this event.


Gabe Macaluso
Managing Director/CEO



CYO CELEBRITY DINNER

735 King Street East, Suite #3, Hamilton, Ontario L8M 1A1 Phone: (905) 528-0011 Fax: (905) 528-9955

Charitable Registration # 11884-1378 RR-0001

C.Y.O. CELEBRATING 45 YEARS IN 2003

HONOURARY CHAIRMAN

Craig Dowhaniuk
Morgan Firestone Foundation

PAST HONOURARY CHAIRMAN

Colin Millar

PAST DINNER CHAIRMAN

Reno Violin

DINNER CHAIRMAN

Isabelle Lanza

PROGRAM CO-ORDINATOR

Tom Gallagher

COMMITTEE

Mary Begadon
Ron Binns
Lou Cafazzo
Mike Campanella
Shirley Collins
Rory Cornale
Waldo Corsini
Bill Cox
Mario Cupido
Pat Daly
Tony DeLuca
Frank DeNardis
Andrea DeSantis
Mike DiPaolo
Bob Dunn
Donald Dunn
Al Duwyn
Rev. Frank Freitas
John Gallagher
Marie Gallagher
Kim Galvin
Mary Gillen
Joe Golini
Rev. Ed Henhoeffter
Jim Hughes
Tom Kemp
Brian Lewis
Bill Little
Lynda Marchese
Laurine Mazzocato
Mike Morreale
Dennis O'Brien
Jack Pelech
Carmela Perri
Tom Rocchi
Ted Russell
Frank Salvatori
Joe Sardo
Peter Sullivan
Mary Tice
Cynthia Tobin
Albert Vesprini
Mark Walton
David Wassmansdorf
Wally Zatylny

EXECUTIVE DIRECTOR, C.Y.O.

Peter Rosser

January, 2003

Dear Friend,

It is a great pleasure to invite you to attend the **17th Annual C.Y.O. Celebrity Dinner** to be held on **Thursday, February 27, 2003**, at Carmen's Banquet Centre, 1520 Stone Church Road East, Hamilton.

The Dinner is the C.Y.O.'s major fund-raising effort in support of Camp Brébeuf and Camp Marydale's special summer program for disabled children. The C.Y.O. will require the proceeds from the Dinner and other voluntary donations to continue serving these deserving children this year.

In the past sixteen years, this event has received tremendous community support - a sell-out crowd of over 1000 people attended last year's dinner. Our volunteer committee is convinced that this very generous support reflects genuine commitment to a truly worthwhile cause. Last summer 229 disabled children participated in the C.Y.O.'s community-wide special, integrated One-to-One camping program.

The C.Y.O. Celebrity Dinner helps make these programs possible. This year our goal is to raise \$60,000 for these special camp needs. We are asking for your continued support to help make this year's dinner a success. The need has never been greater.

Tables of ten, including the guest personality, are now being sold. If you could help us with a table or with individual tickets, it would be sincerely appreciated. Tickets are now available from any member of our Committee or by phoning the **C.Y.O. Office at (905) 528-0011 or fax to (905) 528-9955**. An order form is enclosed for your convenience.

We invite you to mark your calendar, **Thursday, February 27, 2003** and plan to join us. Please reserve early! Forward your cheque with the order form.

It's a great night for a good cause!

Sincerely yours,

Craig Dowhaniuk
Morgan Firestone Foundation
Honorary Chairman

Isabelle Lanza
Dinner Chairman

Peter Rosser
Executive Director

17th Annual C.Y.O. Celebrity Dinner

TICKET ORDER FORM

All proceeds to C.Y.O. Camp Brébeuf-Camp Marydale-Special Camp Projects

Thursday, February 27, 2003

Carmen's Banquet Centre
1520 Stonechurch Road East
Hamilton, Ontario

Reception 5:30 – 6:50 p.m.

Dinner 7:15 p.m. (sharp)

*Due to previous
years sellouts,
please place
your order early!*

TICKET PRICE: \$100.00 (PER PERSON)

Tables of Ten (without) or Nine (with Guest Personality) Available

Includes:

\$50.00 Charitable Tax Receipt
Reception (Host Bar)
Six Course Dinner
Complimentary Wine with Dinner
Parking

For further information please call Mrs. Marie Gallagher at the C.Y.O. Office
(905) 528-0011 or Fax (905) 528-9955

-----Cut along line-and return bottom portion-----

17th Annual C.Y.O. Celebrity Dinner

Please forward: _____ ticket(s) at \$100.00 per ticket to:

Name: _____ Company: _____

Address: _____ City: _____

Postal Code: _____ Business Phone: () _____

Fax: () _____

☐ I AM NOT ABLE TO ATTEND THE 17TH ANNUAL C.Y.O. CELEBRITY DINNER BUT WOULD LIKE TO MAKE A DONATION. \$ _____

Please make cheques payable to:

(Payment must
accompany order)

C.Y.O. Celebrity Dinner
735 King Street East, Suite #3
Hamilton, Ontario L8M 1A1
Attention: Mrs. Marie Gallagher

Please forward the names of your table guests along with your cheque.
We have enclosed a Table Guest List sheet for your convenience.

17th Annual C.Y.O. Celebrity Dinner

Thursday, February 27, 2003

735 King Street East, Suite #3

Hamilton, ON L8M 1A1

Phone 905-528-0011 or Fax: 905-528-9955

Attention: Mrs. Marie Gallagher

Please forward this form with your cheque, and names of your table guests
as soon as possible.

Table Guest List

Company: _____

Contact: _____

Business Phone: () _____

Home Phone: _____

Fax: _____

Name

Company Name (if different from above)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

D

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2003 January 24

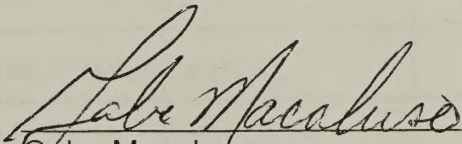
SUBJECT: 2003 TIGER CAT SEASON'S TICKETS

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS AUTHORIZE THE PURCHASE OF FOUR HAMILTON TIGER CAT SEASON'S TICKETS IN THE AMOUNT OF \$1,660.00.

BACKGROUND:

- Traditionally, HECFI has purchased four season's tickets to the Hamilton Tiger Cats for use as marketing incentives and as well, to demonstrate HECFI's support for the Club.
- Funds have allocated for this purchase in the Marketing budget.


Gabe Macaluso
Managing Director/CEO

Voucher ID#

COHAM ☐

RHWEN ☐

RMRCH ☐

CHEQUE REQUISITION

Invoice #	Invoice Date	Vendor #

P A Y A B L E T O	Hamilton Tiger Cats	Cheque Amount
	75 Balsam Ave. North.	\$1660.00
	Hamilton, Ontario L8k 8C1	Fwd Cheque to/Mail with Copy
	Attention: Ms. Kelly Scott	Telephone Extension
		546-3104

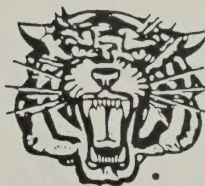
Payment Message (30 Characters)	2003 Season Tickets for HECFI - CEO
Voucher Description/Particulars	Gabe Macaluso

CHARTFIELD DISTRIBUTIONS

[illegible]

Prepared By	Bonnie Marino	GST	104.10
Dept. Approval	Relief Bureau	PST	
Authorized Signature		FREIGHT	
		TOTAL	\$1660.00

THE HAMILTON TIGER-CATS
SEASON TICKET RENEWAL APPLICATION
Please read the following information carefully.



14-47724

HECFI - GABE MACALUSO
ATTN: DEBRA VIVIAN
10 MACNAB ST.
HAMILTON, ON

L8P 4Y3

SEAT LOCATIONS

SERIES	BOX/SECTION	ROW	SEATS	QTY	PRICE/SEAT	TOTAL
2003 SEASON	BOX-C	9	17-20	4	435.00	1740.00

GST INCLUDED IN TOTAL DUE 104.10

TOTAL DUE ~~1740.00~~
\$ 1660.00

EARLY BIRD BONUS PACKAGES

- **OPTION #1** (Payment in full by November 1/02)
- **OPTION #2** (Payment in full by December 6/02)
- **OPTION #3** (Payment in full by January 3/03)
- **OPTION #4** (Deposit of \$75.00 per ticket by January 3/03)

**ACT NOW AND PAY LESS THAN
THE INVOICED AMOUNT BELOW.**
See insert for full details.

\$100 DEPOSIT PER TICKET DUE FEB 14/03
TICKETS NOT SECURED WITH A DEPOSIT BY FEB. 14/03
WILL BE RELEASED FOR PUBLIC SALE - NO EXCEPTIONS
FINAL PAYMENT DUE MARCH 28/03

ALL PAYMENTS ARE NON REFUNDABLE

PAYMENT OPTIONS:

Pay by mail: Detach and return the bottom portion to:
The Hamilton Tiger-Cats Ticket Office
75 Balsam Ave. N., Hamilton ON L8L 8C1

**Pay by fax with a credit card:*

Fax this application to (905) 547-8423

*GST # 899254072RT

Pay in person: Visit the Ticket Office at Ivor Wynne Stadium
on Balsam Ave. N., The ROARRR Stores, in Jackson Square,
or in Centre Mall.

**Pay by phone with a credit card call:*

(905) 547-2287 or (905) 527-1508 or 1-800-714-7627

DETACH AND RETURN WITH YOUR PAYMENT

PREFERRED PAYMENT OPTIONS:

- ☐ **OPTION #1** (Payment in full by November 1, 2002)
- ☐ **OPTION #2** (Payment in full by December 6, 2002)
- ☐ **OPTION #3** (Payment in full by January 3, 2003)
- ☐ **OPTION #4** (Deposit by January 3, 2003 of \$75.00 per ticket)*
- ☐ \$100.00 per ticket deposit to secure your seat by February 14, 2003*

ACCOUNT NUMBER:

14-47724

HECFI - GABE MACALUSO

- ☐ ***Yes, I authorize the final payment to be charged to my credit card on March 28, 2003.**

Signature

PLEASE CHECK IF THE FOLLOWING APPLIES:

- ☐ I would like to change my seat location.

Area Desired:

METHOD OF PAYMENT:

- ☐ CHEQUE ☐ VISA ☐ M/C ☐ AMX

Make cheque payable to **The Hamilton Tiger-Cats**

Card #: Exp. Date:

Signature:

GST # 899254072RT

THANK YOU FOR BEING A HAMILTON TIGER-CAT SEASON TICKET HOLDER!

THE HAMILTON TIGER-CATS 75 Balsam Ave. N. Hamilton, Ontario L8L 8C1 (905) 547-2287 or 1-800-714-7627

***ALL TICKETS NOT SECURED WITH A DEPOSIT BY FEBRUARY 14, 2003, WILL BE RELEASED FOR PUBLIC SALE - NO EXCEPTIONS.**
ALL ACCOUNTS MUST BE PAID IN FULL BY MARCH 28, 2003

Dear Gabe 1 **3**

A million THANKS for the generous donation of Circus tickets to our Seniors' Centre. We all enjoyed the fabulous show and everyone in our end showed up so we really utilized all of the tickets.

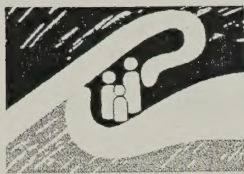
Hope you can think of us again if you have any tickets available in any show.

Once again - Thank you, thank you - thank you!!

Liz Pascual
Director of Hamilton
Srs Centre

FOR
EVERYTHING!

JAN 13 2002



Good Shepherd Centres

Mending Hope, Lives and Families

~ Charity Unlimited ~

January 8, 2003

Mr. Gabe Macaluso
Hamilton Entertainment and Convention Facilities
10 MacNab St S
Hamilton, Ontario
L8P 4Y3

Dear Gabe:

I wanted to let you know how much we appreciate your gift of 300 tickets to last weekend's Super Cirque. Two hundred tickets were distributed to residents of our various shelters and non-profit housing facilities. The remaining 100 tickets were handed out to anyone who accessed our food bank last Friday.

I can't tell you what it means to our clients to have the opportunity for an outing that would otherwise be an unheard-of luxury. You made a lot of people - adults and children - very happy indeed.

I hope that the New Year will be good to you, and that you will be blessed with good health, peace and prosperity.

Sincerely,

Brother Richard MacPhee B.G.S.
Executive Director

135 Mary Street, Box 1003, Hamilton, Ontario, L8N 3R1
Phone: 905-528-9109 Fax: 905-526-1184

www.goodshepherdcentres.ca

Charitable Registration # 13063 6798 RR0001

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Monday, January 6, 2003
12:00 Noon
(Directly following the Annual Meeting)
Hamilton Convention Centre
Room 314

MINUTES

PRESENT: Mayor R. Wade
Councillor C. Collins
Councillor A. Horwath
Mr. T. Anderson
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. D. Gillespie
Mr. C. McIntyre
Mr. S. Monzavi
Ms. B. Shackleton
Mr. I. Thompson

ALSO PRESENT: Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. S. Farrauto
Ms. D. Vivian

GUESTS: Ms. F. Booker, Grant Thornton
Mr. K. Fraser, Grant Thornton

REGRETS: Councillor R. Powers
Councillor B. Kelly

1. Opening Remarks

Mayor Wade called the meeting to order at 12:17 p.m. and welcomed newly appointed Board Members, Chris McIntyre and Duncan Gillespie, as well as reappointed Board Member, Fred Deys.

Mayor Wade requested the Secretary to take the Chair to open elections.

2. Election of Officers

Appointment of Committee Membership

The Secretary called for nominations for the position of

Chair of the Board

Mr. Monzavi moved the nomination of Mr. Deys. Hearing no further nominations,

MR. FRED DEYS WAS ELECTED TO THE POSITION OF CHAIR OF THE BOARD BY ACCLAMATION.

First Vice Chair of the Board

Mr. Anderson moved the nomination of Councillor Andrea Horwath. Hearing no further nominations,

COUNCILLOR ANDREA HORWATH WAS ELECTED TO THE POSITION OF FIRST VICE CHAIR OF THE BOARD BY ACCLAMATION.

Second Vice Chair of the Board

Mr. Monzavi moved the nomination of Councillor Chad Collins. Hearing no further nominations,

COUNCILLOR CHAD COLLINS WAS ELECTED TO THE POSITION OF SECOND VICE CHAIR OF THE BOARD BY ACCLAMATION.

Committee Chairs

Operations Committee / Chair

Mr. Baboth moved the nomination of Mr. Anderson. Hearing no further nominations,

MR. TERRY ANDERSON WAS ELECTED TO THE POSITION OF CHAIR OF THE OPERATIONS COMMITTEE BY ACCLAMATION.

Marketing & Sales Committee / Chair

Mr. DeCaria moved the nomination of Mr. Baboth. Hearing no further nominations,

MR. ROB BABOTH WAS ELECTED TO THE POSITION OF CHAIR OF THE MARKETING & SALES COMMITTEE BY ACCLAMATION.

Finance & Administration Committee / Chair

Mr. DeCaria moved the nomination of Mr. Monzavi. Hearing no further nominations,

MR. MONZAVI WAS ELECTED TO THE POSITION OF CHAIR OF THE FINANCE & ADMINISTRATION COMMITTEE BY ACCLAMATION.

Audit Committee / Chair

Mr. DeCaria moved the nomination of Mr. Monzavi. Hearing no further nominations,

MR. MONZAVI WAS ELECTED TO THE POSITION OF CHAIR OF THE AUDIT COMMITTEE BY ACCLAMATION.

Operations Committee / Vice Chair

Mr. Anderson moved the nomination of Mr. Thompson. Hearing no further nominations,

MR. THOMPSON WAS ELECTED TO THE POSITION OF VICE CHAIR OF THE OPERATIONS COMMITTEE BY ACCLAMATION.

Marketing & Sales Committee / Vice Chair

Mr. Baboth moved the nomination of Ms. Shackleton. Hearing no further nominations,

MS. SHACKLETON WAS ELECTED TO THE POSITION OF VICE CHAIR OF THE MARKETING & SALES COMMITTEE BY ACCLAMATION.

Finance & Administration Committee / Vice Chair

Mr. Monzavi moved the nomination of Mr. DeCaria. Hearing no further nominations,

MR. DECARIA WAS ELECTED TO THE POSITION OF VICE CHAIR OF THE FINANCE & ADMINISTRATION COMMITTEE BY ACCLAMATION.

Audit Committee

Mr. Monzavi moved the nomination of Mr. DeCaria. Hearing no further nominations

MR. DECARIA WAS ELECTED TO THE POSITION OF VICE CHAIR OF THE AUDIT COMMITTEE BY ACCLAMATION.

Committee Membership

Mayor Robert Wade and Board Chair, Fred Deys, are standing members of all committees. The following Directors/Members were appointed to the following Standing Committees:

Operations Committee

Councillor Collins
Ms. B. Shackleton
Mr. R. Baboth
Mr. C. McIntyre

Mr. T. Anderson, Chair
Mr. I. Thompson, Vice Chair
Mayor R. Wade
Mr. F. Deys, Board Chair

Marketing & Sales Committee

Mr. D. Gillespie
Mr. C. McIntyre
Mr. P. DeCaria

Mr. R. Baboth, Chair
Ms. B. Shackleton, Vice Chair
Mayor R. Wade
Mr. F. Deys, Board Chair

Finance & Administration Committee

Councillor A. Horwath
Mr. T. Anderson
Mr. R. Baboth

Mr. S. Monzavi, Chair
Mr. P. DeCaria, Vice Chair
Mayor R. Wade
Mr. F. Deys, Board Chair

Audit Committee

Councillor A. Horwath
Mr. T. Anderson
Mr. R. Baboth
Ms. B. Shackleton
Mr. D. Gillespie

Mr. S. Monzavi, Chair
Mr. P. DeCaria, Vice Chair
Mayor R. Wade
Mr. F. Deys, Board Chair

Mr. Deys took the Chair and thanked Members for the trust they have placed in him. Mr. Deys stated that it was an honour to be included in the rank with former HECFI Chairs and that he will be dedicated to fulfilling the responsibilities of the position. While 2002 had been a somewhat divisive year, Mr. Deys stated that he believed the Board would manage the challenges and continue to oversee the facilities in a competent and proven manner. Through trust and respect, the Board has the opportunity to move forward in a way that is fair to all.

Mr. Deys welcomed new citizen members, Mr. Chris McIntyre, a professor of Political Science at McMaster University and Mr. Duncan Gillespie, Executive Director, of The John Howard Society.

Mr. Deys expressed his appreciation of former Chair, Russ Powers for his hard work and dedication throughout 2002. As well, Mr. Deys acknowledged the long-standing tenure of retiring Members, Mary Dow, and Andy Skrypniak. Both had been Board Chairs and served HECFI with dedication and commitment.

3. Standing Committee Terms of Reference

MOVED by Mr. Anderson, seconded by Mr. Baboth that

THE FOLLOWING TERMS OF REFERENCE FOR THE OPERATIONS, MARKETING & SALES, AND FINANCE & ADMINISTRATION COMMITTEES BE ENDORSED:

Operations Committee

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Oversee the Box Office/Ticketing Services for all HECFI facilities;
5. Monitor building and equipment to ensure optimum performance;
6. Monitor operations efficiency and effectiveness;
7. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
8. Provide a monthly written report to the Board;
9. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
10. Perform other duties as assigned by Board of Directors.

Marketing and Sales Committee

1.
 - a) Receive, review and recommend to the Board the Annual Marketing Plan;
 - b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties assigned by Board of Directors.

Finance and Administration Committee

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10 year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Recommend to the Board all operation, capital and maintenance expenditures related to the Business Services Division within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
6. Assume responsibility for the efficient management of funds;
7. Provide a monthly written report to the Board;
8. Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee;
9. Perform other duties as assigned by Board of Directors.

4. Board and Standing Committee Meeting Schedule

MOVED by Mr. DeCaria, seconded by Mr. Gillespie that

THE REGULAR MEETINGS OF THE BOARD TAKE PLACE DURING THE LAST WEEK OF THE MONTH; and

THAT THE STANDING COMMITTEES OF THE BOARD TAKE PLACE DURING THE WEEK PRECEDING THE REGULAR FULL BOARD MEETINGS; and

THAT THE BOARD ESTABLISH THE DAY AND TIME FOR EACH OF ITS MEETINGS.

MOTION CARRIED.

It was noted that presently the full Board meets on the last Thursday of the month at noon and all Committees meet the preceding Thursday.

5. Notice of Motion

Discussion of this item was deferred until the Board received the report from the Special Audit Committee meeting.

MOVED by Mr. Monzavi, seconded by Councillor Horwath that

THE CHAIR OF THE BOARD AND THE CHAIR OF THE AUDIT COMMITTEE BE JOINTLY RESPONSIBLE FOR THE CONDUCT AND COMPLETION OF THE SPECIAL AUDIT.

MOTION CARRIED.

6. Correspondence

Correspondence dated December 16, 2002 from Mr. Ronald Sharp commending Hamilton Place staff was received. Correspondence dated December 31, 2002 from Miss Myrtle Smith commending CEO, Gabe Macaluso, was circulated. Correspondence was read and received from former Board Member, Mary Dow, dated January 6, 2003, extending New Year's best wishes.

7. Minutes of Special Meeting Held December 11, 2002

MOVED by Mr. Baboth, seconded by Mr. Thompson that

THE MINUTES OF THE DECEMBER 11, 2002 SPECIAL MEETING BE APPROVED.

MOTION CARRIED.

8. Business Arising From the Minutes

Nil

9. Personal and Confidential

MOVED by Mr. Monzavi, seconded by Mr. Thompson that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:40 P.M.

MOTION CARRIED.

MOVED by Mr. DeCaria, seconded by Councillor Collins that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:50 P.M.

MOTION CARRIED.

The following resolution was carried from the Special Audit Committee held preceding the Special Board Meeting.

MOVED by Mr. Monzavi, seconded by Mr. Baboth that

A SPECIAL AUDIT BE CARRIED OUT HEADED BY GRANT THORNTON, AS PER THEIR PROPOSED WORKPLAN AT A COST NOT TO EXCEED \$50,000; and

THAT GRANT THORNTON BE RETAINED THROUGH INDEPENDENT LEGAL COUNSEL AT AN ADDITIONAL COST.

MOTION CARRIED.

(see resolution in agenda item # 5 above which was carried following approval of the foregoing resolution)

10. New Business

Nil

11. Other Business

Nil

11.1 2001 Annual Report : HECFI Web Site

The Secretary reported that upon the advice of former Chair, Russ Powers, the 2001 Annual Report has not been printed, but has been added to HECFI's web site for reference.

12. Adjournment

The meeting adjourned at 1:55 p.m.

TAKEN AS READ AND APPROVED

Mr. Fred Deys, Chair

Patricia Bennett, Secretary



6.1

Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary For The Eleven Month Period Ended November 30, 2002

Actual Results For
The Eleven Month
Period Ended
November 30, 2001

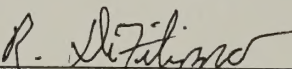
	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favourable (Unfavourable) <u>Budget Variance</u>
\$6,687,654 Revenue	\$7,023,419	\$8,257,216	\$1,233,797
<u>8,753,991</u> Expenses	<u>8,893,923</u>	<u>10,078,051</u>	<u>(1,184,128)</u>
<u>\$2,066,337</u> Excess of Expenses			
Over Revenue From Operations	<u>\$1,870,504</u>	<u>\$1,820,835</u>	<u>\$ 49,669</u>

Comments:

HECFI's municipal contribution was under-expended by \$49,669 (see row 3, column 3 above) for the eleven month period ended November 30, 2002. This represents an increase of \$20,801 in the under-expended amount that was reported to you last month for the ten month period ended October 31, 2002.

The favourable result for the month arose as a result of higher than anticipated revenues at the Hamilton Convention Centre and the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. Rick DiFilippo, CA
Director of Business Services

02 January 2003

HAMILTON
CONVENTION
CENTRE

Copps
Coliseum

HAMILTON
PLACE
THEATRE

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

Page 1

REVENUE	Actual Operating Results For The Eleven Month Period Ended November 2001					
	(1)	(2)	(3)	(4)	(5)	(6)
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,427,870	\$1,376,260	\$1,511,303	\$135,043	9.8%	\$1,132,308
OTHER RENTALS	437,950	392,702	292,263	(100,439)	-25.6%	368,178
FOOD, BEVERAGE AND CONCESSIONS	3,009,730	2,625,464	2,739,317	113,853	4.3%	2,398,253
RECOVERIES	2,348,660	1,988,412	2,881,673	893,261	44.9%	2,228,179
BOX OFFICE	444,350	389,160	560,493	171,333	44.0%	353,625
OTHER	332,370	251,421	272,167	20,746	8.3%	207,111
TOTAL REVENUE	\$8,000,930	\$7,023,419	8,257,216	1,233,797 *	17.6%	\$6,687,654
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$294,600	\$264,562	\$271,399	(\$6,837)	-2.6%	\$258,388
FOOD AND BEVERAGE	2,481,670	2,185,225	2,304,013	(118,788)	-5.4%	2,063,804
EVENTS DELIVERY	2,162,360	1,847,143	2,739,348	(892,205)	-48.3%	2,109,852
BUILDING OPERATIONS	2,164,840	1,985,698	2,095,957	(110,259)	-5.6%	1,885,321
MARKETING AND PROMOTION	1,503,370	1,310,417	1,419,350	(108,933)	-8.3%	1,358,169
ADMINISTRATION-CEO/BOARD	556,800	499,946	467,878	32,068	6.4%	452,011
PROFESSIONAL FEES	30,000	18,337	5,600	12,737	69.5%	3,100
BUSINESS SERVICES	433,240	383,170	375,420	7,750	2.0%	344,463
BOX OFFICE	329,930	304,795	304,456	339	0.1%	278,883
INSURANCE	94,630	94,630	94,630	-	0.0%	-
TOTAL EXPENSES	\$10,051,440	\$8,893,923	\$10,078,051	(\$1,184,128)	-13.3%	\$8,753,991
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,050,510	1,870,504	1,820,835	49,669	2.7%	\$2,066,337
CONTRIBUTION FROM THE CITY	2,050,510	1,870,504	1,870,504	-	0.0%	1,909,486
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	\$49,669	\$49,669	0.0%	(\$156,851)

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2002**

	Favourable/ (Unfavourable)
	Budget Variance
	Amount

REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:

RENTAL, LICENCE FEES AND SHOW REVENUE	\$135,043
OTHER RENTALS	(100,439)
SODEXHO COMMISSIONS	(2,567)
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	127,243
OTHER	20,746
	\$180,026

REVENUES CLOSELY ASSOCIATED WITH EXPENSES:

FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$116,420
RECOVERIES	893,261
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	44,090
	\$1,053,771
	\$1,233,797

TOTAL

STATUS REPORT ON HECFI REVENUE FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2002

	Hamilton Convention Centre			Hamilton Place			Copp's Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date	Current Month	Current Month	Year to Date	Current Month	Current Month	Year to Date	Current Month	Current Month	Year to Date	Current Month	Current Month	Year to Date	Year to Date
2002 Actual	275,521	3,053,051	237,210	237,210	1,616,020	205,767	205,767	3,025,937	62,649	62,649	562,208	781,147	781,147	8,257,216	
2002 Budget	247,907	2,937,345	95,865	95,865	1,045,877	229,432	229,432	2,647,700	30,317	30,317	392,497	603,521	603,521	7,023,419	
Favorable/ (Unfavorable) Variance	27,614	115,706	141,345	141,345	570,143	(23,665)	(23,665)	378,238	32,332	32,332	169,711	177,626	177,626	1,233,797	

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre			Hamilton Place			Copp's Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date	Current Month	Current Month	Year to Date	Current Month	Current Month	Year to Date	Current Month	Current Month	Year to Date	Current Month	Current Month	Year to Date	Year to Date
2002 Actual	275,521	3,053,051	237,210	237,210	1,616,020	205,767	205,767	3,025,937	62,649	62,649	562,208	781,147	781,147	8,257,216	
2001 Actual	212,246	2,607,606	75,249	75,249	1,298,077	235,266	235,266	2,426,799	21,836	21,836	355,172	544,597	544,597	6,687,654	
Favorable/ (Unfavorable) Variance	63,275	445,445	161,961	161,961	317,943	(29,499)	(29,499)	599,138	40,813	40,813	207,036	236,550	236,550	1,569,562	

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

CAYON HBCV89
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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, February 27, 2003
12:00 Noon
(Lunch Served at 11:30 p.m.)
Hamilton Convention Centre
Room 314**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Special Meeting Held January 30, 2003 Attachment 3
- 3.1 Errors or Omissions
- 3.2 Motion for Approval
4. Business Arising from the Minutes
5. Reports
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: Thursday, March 27, 2002
10. Adjournment

OUTSTANDING BUSINESS

- (i) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
- (ii) City Manager to Attend Future Board Meeting
- (iii) Police Chief (or Designate) to Attend Future Board to Discuss Club "Colors" at Events
-

2003 February 24
Patricia Bennett
Board Secretary

FEB 10 2003

d/ some patrons
Blad us how nice
the young man on
the tickets and the
security persons
were. It is nice
to hear you have
quality staff from
the front to the back
doors. SW
Thank
you^e

Dear Mr Macelvey
6/2/03

Thank you so
much for your
kindness and help
with our concert.
We managed to meet
Stan & Rich at
the doors. They
were so helpful
Stella Woodcock
& Lina Conchona



FEB 10 2003

February 6, 2003

Mr. John Elder
Manager of Programming
Hamilton Entertainment and Convention Facilities Inc.
10 MacNab St S
Hamilton ON L8P 4Y3

Dear Mr. Elder:

On behalf of the Hamilton Regional Cancer Centre Foundation I would like to acknowledge receipt of your cheque in the amount of \$25,000.00 representing our share of the profit from the skating show held at Copps Coliseum in November.

Thank you for partnering with the Cancer Centre to present "Gotta Skate" starring Kurt Browning. We are fortunate at the Centre to have a community that shares our vision of offering hope to cancer patients and their families, thus helping us to ensure that our mission of excellence in Patient Care, Research, Prevention and Education is met.

We look forward to future opportunities to work together in support of the needs of our patients.

Thank you,

A handwritten signature in cursive script, reading "Michael Somerville". To the right of the signature, the words "with thanks!" are written in a similar cursive style.

Michael Somerville
Executive Director

c.c. Mr. Gabe Macaluso - HECFI



January 30, 2003

Mr. David A. Kelly
Events Manager
Copps Coliseum
101 York Boulevard
Hamilton, ON L8R 3L4

Dear Mr. Kelly:

I would like to thank you for your generosity to Hamilton Food Share. Through your combined efforts 5,670 pounds of non-perishable food items were collected from your Christmas Food Drive. As you probably know, the numbers of people visiting a food bank each month are up 7% across Ontario and in Hamilton those numbers are above the provincial average at 10%.

Also for your interest I'd like to inform you that Hamilton Food Share's new website address is: www.hamiltonfoodshare.org.

No child should go to bed hungry but, more than 6,000 in our community do...

On behalf of the entire staff, our Board of Directors and the people we serve I would like to wish you the best in 2003 and thank you once again for making a difference for the people in our community who worry each month about having enough to eat.

Sincerely yours,

A handwritten signature in cursive script that reads "M. Santucci".

Mona Santucci
Warehouse Manager

***MANY THANKS TO TORONTO ROCK, OTTAWA REBELS AND THE
HAMILTON BULLDOGS!***

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, January 30, 2003
12:00 Noon
Hamilton Convention Centre
Room 314

MINUTES

PRESENT:

Mr. F. Deys, Chair
Councillor A. Horwath, First Vice
Councillor C. Collins, Second Vice
Mr. T. Anderson
Mr. R. Baboth
Mr. P. DeCaria
Mr. D. Gillespie
Mr. C. McIntyre
Mr. S. Monzavi
Mr. I. Thompson

ALSO PRESENT:

Mr. D. Beck, City of Hamilton Legal Counsel

GUESTS:

Mr. T. Roden, 91st Highlanders Athletic Association
Mr. D. Round, 91st Highlanders Athletic Association

REGRETS:

Mayor R. Wade
Councillor R. Powers
Councillor B. Kelly
Ms. B. Shackleton

1. Opening Remarks

The Chair called the meeting to order at 12:15 p.m., stating that the first month of the year has been an extremely busy one involving a major time commitment on the part of Board Members. It was noted that the 2001 Annual Report had been circulated to Board Members in their agenda packages. Mr. Deys expressed his appreciation to staff.

2. Delegation : 91st Highlanders Athletic Association

Messrs. Tom Roden and Doug Round representing the 91st Highlanders Athletic Association made a brief presentation to the Board, outlining its history with HECFI and the City of Hamilton. The Indoor Games were held from 1908 to 1985 at the James Street Armory. In 1985 HECFI offered a grant to move the event to its then brand new facility, Copps Coliseum. Grants were received from 1986 to 2001 from the City of Hamilton. While the City's grant in 2002 was denied, organizers are hopeful that it will be reinstated for 2004. Organizers requested HECFI's consideration of a \$15,000. grant equalling the amount of rental fees.

During discussion it was clarified that The Spectator contributes an estimated \$25 to \$30,000 in advertising for the event as well as a cash contribution. The City of Hamilton has waived its \$4,000 storage costs for the track. It was estimated that 90% of the volunteers are schoolteachers. School Boards pay for the entrance fees to the meet.

The Chair thanked Messrs. Roden and Round, stating that the Board will discuss the issue during its closed session and will advise the outcome shortly thereafter.

A. Finance & Administration Committee First Report of 2003

The Finance and Administration Committee's First Report of 2003 was received. It was

MOVED by Mr. Monzavi, seconded by Mr. DeCaria that

THE FINANCE & ADMINISTRATION COMMITTEE FIRST REPORT OF 2003 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

2003 Operating and Capital Budgets

THAT THE MUNICIPAL CONTRIBUTION CONTAINED IN THE 2003 H.E.C.F.I. OPERATING BUDGET BE REDUCED BY \$102,000.

Non-Union Salary Adjustment

THAT THE NON-UNION SALARY GRID BE ADJUSTED BY 2.5% AND THAT THE INCREASE BE RETROACTIVE TO APRIL 1, 2002 FOR ALL NON-UNION SALARIED EMPLOYEES AS APROVED BY CITY COUNCIL AT ITS MEETING ON DECEMBER 11, 2002.

MOTION CARRIED.

B. Community Dinner : Junior Achievement

MOVED by Mr. Anderson, seconded by Mr. Baboth that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$1250. TO THE FOURTEENTH ANNUAL GOVERNORS' DINNER & AWARDS, JUNIOR ACHIEVEMENT OF HAMILTON, TO BE HELD MARCH 4, 2003 AT THE HAMILTON CONVENTION CENTRE.

MOTION CARRIED.

C. Community Dinner : CYO Celebrity Dinner

MOVED by Mr. Anderson, seconded by Councillor Collins that

THE BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE CHAIR AND FIRST VICE-CHAIR TO ATTEND THE CYO CELEBRITY DINNER, THURSDAY, FEBRUARY 27, 2003 AT CARMEN'S BANQUET CENTRE AT A COST OF \$200.

MOTION CARRIED.

C. Tiger Cats Season's Tickets

Management's January 24, 2003 report was received. It was

MOVED by Mr. Gillespie, seconded by Mr. Thompson that

THE BOARD OF DIRECTORS AUTHORIZE THE PRUCHASE OF FOUR HAMILTON TIGER CAT SEASON'S TICKETS IN THE AMOUNT OF \$1,660.00.

MOTION CARRIED.

3. Correspondence

MOVED by Mr. Anderson, seconded by Mr. Baboth that

CORRESPONDENCE BE RECEIVED FROM A LOCAL SENIORS' CENTRE AND THE GOOD SHEPHERD CENTRES EXPRESSING APPRECIATION FOR THE DONATION OF TICKETS, AS WELL AS CORRESPONDENCE FROM OPERA ONTARIO EXPRESSING ITS APPRECIATION FOR MANAGEMENT'S WILLINGNESS TO ACCOMMODATE SCHEDULE CHANGES.

MOTION CARRIED.

4. Minutes of Special Meeting Held January 6, 2003

MOVED by Mr. Gillespie, seconded by Mr. Monzavi that

THE MINUTES OF THE SPECIAL MEETING HELD JANUARY 6, 2003 BE APPROVED.

MOTION CARRIED.

5. Business Arising From the Minutes

5.1 Membership on Standing Committees

It was clarified that the Board Secretary has not received a response from Councillors Kelly or Powers respecting their membership on one of HECFI's Standing Committees for the 2003 term.

5.2 Terms of Reference : Review of HECFI's Structure, Function, Operations, Processes and Finances

At its meeting held December 11, 2002 the Board carried the following resolution: *"That the City Manager together with the accounting firm Grant Thornton be requested to develop Terms of Reference and a cost projection for a review of HECFI's structure, function, operations, processes and finances; and That a report outlining the foregoing be presented to the HECFI Board for approval."* It was

MOVED by Mr. Monzavi, seconded by Mr. Anderson that

THE CITY MANAGER'S JANUARY 27TH REPORT BE RECEIVED.

MOTION CARRIED.

6. Reports

6.1 Financial Summary for the Eleven Month Period Ended November 30, 2002

MOVED by Mr. Monzavi, seconded by Mr. Anderson that

THE FINANCIAL SUMMARY FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2002 BE RECEIVED.

MOTION CARRIED.

Mr. DiFilippo advised that the City implemented a new version of its financial software and consequently is still backlogged. Year-end figures cannot be produced until all accounts have been input. However, it is anticipated that HECFI will be in a surplus position. The CEO pointed out that this is the seventeenth year that HECFI's year end results have been positive.

Mr. Monzavi reported that our business practices are such that the City routinely pays invoices on HECFI behalf. During the last month there was an incident of a \$53. invoice being paid twice. HECFI's internal controls identified the overpayment.

7. Private and Confidential

MOVED by Mr. Baboth, seconded by Mr. DeCaria that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:40 P.M.

MOTION CARRIED.

MOVED by Mr. Thompson, seconded by Mr. McIntyre that

THE IN-CAMERA SESSION BE ADJOURNED AT 2:10 P.M.

MOTION CARRIED.

The following resolutions were carried:

Promotions and Co-Promotions

MOVED by Mr. Monzavi, seconded by Mr. DeCaria that

THE CHAIR OF THE BOARD AND THE CHAIR OF THE MARKING & SALES COMMITTEE, IN CONJUNCTION WITH THE MANAGING DIRECTOR/CEO DEVELOP A PROCEDURE FOR THE MANAGEMENT OF PROMOTIONS AND CO-PROMOTIONS.

MOTION CARRIED.

91st Highlanders Athletic Association : 2003 Event

MOVED by Mr. McIntyre, seconded by Mr. Anderson that

THE H.E.C.F.I. PROVIDE A RENT REDUCTION IN THE AMOUNT OF \$9,000. TO THE 91ST HIGHLANDERS ATHLETIC ASSOCIATION FOR ITS 2003 EVENT.

MOTION CARRIED.

8. New Business

Nil

9. Other Business

Nil

10. Date of Next Meeting

Thursday, February 27, 2003

11. Adjournment

The meeting adjourned at 2:10 p.m.

TAKEN AS READ AND APPROVED

Mr. Fred Deys, Chair

Patricia Bennett, Secretary

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2003

MUNICIPAL DOCUMENT

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, March 27, 2003
12:00 Noon
(Lunch Served at 11:30 p.m.)
Hamilton Convention Centre
Webster C

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|--|--------------|
| A. | Operations Committee First Report of 2003 | Attachment A |
| B. | Community Dinner : Fourth Annual Celebrity Roast | Attachment B |
| C. | Community Dinner : Community Builders Breakfast | Attachment C |

INFORMATION ITEMS

- | | | |
|-----|---|--------------------------|
| 2. | Correspondence | Attachment 2 |
| 3. | Minutes of Special Meeting Held February 27, 2003 | Attachment 3 |
| 3.1 | Errors or Omissions | |
| 3.2 | Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 5. | Reports | |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 7.1 | IAAM Annual Conference & TradeShow : July, 2003 | Verbal |
| 8. | Other Business | |
| 9. | Date of Next Meeting: | Thursday, April 24, 2003 |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|-------|--|
| (i) | Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review |
| (ii) | City Manager to Attend Future Board Meeting |
| (iii) | Police Chief (or Designate) to Attend Future Board to Discuss Club "Colors" at Events |
-

2003 March 24
Patricia Bennett
Board Secretary

MUNICIPAL DOCUMENT

OPERATIONS COMMITTEE FIRST REPORT OF 2003

The Operations Committee presents its **FIRST** Report of 2003 from its meeting held March 20, 2003 and respectfully requests approval of the following recommendations:

1. Office Space : I.A.T.S.E.

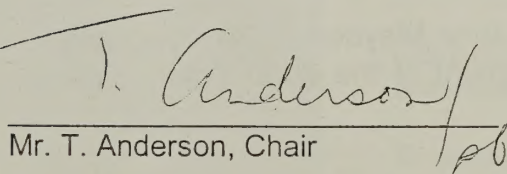
A LEASE AGREEMENT BE EXECUTED BETWEEN I.A.T.S.E. LOCAL 129 AND H.E.C.F.I. RESPECTING THE OCCUPANCY OF THE OFFICE AREA LOCATED ON THE CHORUS LEVEL OF HAMILTON PLACE FOR A ONE (1) YEAR TERM COMMENCING 2003 APRIL 1.

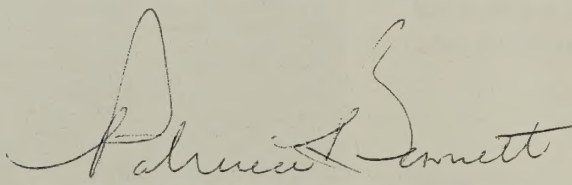
2. Capital Budget Programme – HCC Renovations

STAFF BE DIRECTED TO UTILIZE EXISTING CAPITAL FUNDS TO REPLACE THE CARPET ON THE SECOND FLOOR OF THE CONVENTION CENTRE; and

THAT ANY SURPLUS FUNDS BE UTILIZED TO REPLACE/REFURBISH CEILINGS ON THE THIRD FLOOR.

Respectfully submitted,


Mr. T. Anderson, Chair


Patricia Bennett, Secretary

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2003 March 24

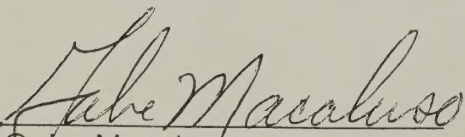
SUBJECT: COMMUNITY DINNER: April 22, 2003
Fourth Annual Celebrity Roast
Carmen's Banquet Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE BOARD CHAIR AND THE FIRST VICE CHAIR, OR THEIR DESIGNATES, TO THE FOURTH ANNUAL CELEBRITY ROAST, CHARITY AUCTION & AWARDS BANQUET TO BE HELD TUESDAY, APRIL 22, 2003 AT CARMEN'S BANQUET CENTRE.

BACKGROUND:

- The H.E.C.F.I. Board of Directors traditionally shows its support of community organizations by purchasing two tickets on behalf of the Board Chair and First Vice Chair, or their designates, to high profile community events.
- This year, one of HECFI's major clients, Mr. John Mayberry, Chairman and CEO of Dofasco Inc., will be named the recipient of the *2003 Spirit of the Community Award*.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO

HAMILTON

SAFE
Communities
Council

MAKING HAMILTON THE SAFEST COMMUNITY IN CANADA
TO LIVE, LEARN, WORK AND PLAY

Fourth Annual Celebrity Roast, Charity Auction & Awards Banquet

177 Bay Street North
Hamilton, Ontario L8P 2R8

Tel: (905) 523-1688

Fax: (905) 523-4066

hsec@execulink.com

www.hamiltonsafecommunities.on.ca

EXECUTIVE BOARD

Honourary Member
Lincoln M. Alexander

Honourary Member
Mayor Robert E. Wade

Chair
Paul Polito

Vice-Chair
Frank Kovacs

Treasurer
Jim Thomson

Marlene McIntyre, Past Chair
Tom Marlor
Jim Kay
Daina Mueller
Don St. Pierre
Raffaella Candiott
May Toth

Ex-Officio
Dennis Concordia
Sophie Dennis
Jan Pott

Program Coordinator
Kimberley Sloboda

Dinner Committee
Marlene McIntyre
Patricia Legato
Laurel-Ann Prociuk
Judy Adams
Jim Thomson
Bob Morrow
Kimberley Sloboda

The Board of Directors of Hamilton Safe Communities Coalition and the Dinner Committee invite you to our Annual Celebrity Roast, Charity Auction & Awards Banquet on Tuesday, April 22, 2003 at Carmens Banquet and Convention Centre, 1520 Stone Church Road East, Hamilton.

At this gala event Mr. John Mayberry, Chairman & CEO, Dofasco Inc., will be named the recipient of the 2003 CH-Hamilton Safe Communities "Spirit of the Community Award". John's nominator, Ron Foxcroft writes "that of any person in the city, John Mayberry exemplifies the spirit of the community." A distinguished panel of friends and colleagues will roast Mr. Mayberry prior to the award presentation. Your support and presence shall certainly add to the celebration.

Previous winners were Mr. Ron Foxcroft, 2002,
Mr. Robert Morrow, 2001, Mr. Sam Mercanti, 2000.

The evening will begin with hors d'oeuvres at 5:30 PM, followed by dinner set to begin at 6:30 PM sharp! The evening will also include recognition for Hamilton Safe Communities Corporate Sponsors and a silent auction.

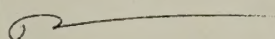
All proceeds from this evening will be dedicated to the work of Hamilton Safe Communities, a non-profit organization dedicated to making Hamilton the Safest Community in Canada To Live, Learn, Work and Play.

Individual tickets are on sale for \$75.
Two corporate sponsorship packages have been created.

To purchase tickets please call Kimberley Sloboda at Hamilton Safe Communities at (905) 523-1688

We hope you join us as we celebrate the "Spirit of our Community" and recognize John for his valued contribution to the quality of life in our community.

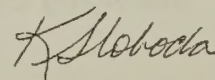
Yours truly,



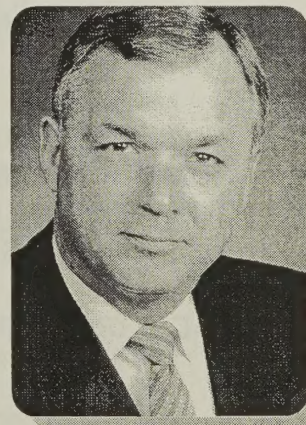
Paul Polito
Chair



Marlene McIntyre
Dinner Committee Chair



Kimberley Sloboda
Program Co-ordinator



C

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2003 March 24

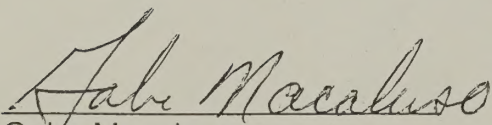
SUBJECT: COMMUNITY BREAKFAST: April 28, 2003
Community Builders Breakfast
Hamilton Convention Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE COMMUNITY BUILDERS BREAKFAST TO BE HELD AT THE HAMILTON CONVENTION CENTRE MONDAY, APRIL 28, 2003 FROM 7:30 A.M. TO 9:30 A.M. AT A COST NOT TO EXCEED \$500.

BACKGROUND:

- The H.E.C.F.I. Board of Directors traditionally shows its support of community organizations by purchasing a table to events being held in one of the H.E.C.F.I. facilities.
- The Board purchased a table of ten in 2002.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO



MAR 11 2003

Community Builders Breakfast

"Celebrating The Spirit Of Volunteerism"

March 10, 2003

Gabe Macaluso
Managing Director & CEO
Hamilton Entertainment & Convention Facilities Inc.
101 York Boulevard
Hamilton, ON

Dear Gabe:

Volunteer Hamilton is pleased to invite you to the Fifth Annual **Community Builders Breakfast** to be held on Monday, April 28, 2003 from 7:30 am - 9:30 am at the Hamilton Convention Centre as part of the celebrations for National Volunteer Week 2003. The goal of the Community Builders Breakfast is to *celebrate the spirit of volunteerism* and recognize the commitment of the corporate community.

Since the last breakfast, Volunteer Hamilton has utilized the proceeds of the breakfast to develop and support corporate employee volunteer initiatives in Hamilton. We hope you will join us this year by purchasing a table for your organization.

Volunteers are vital to all amateur athletic endeavours. Come celebrate the spirit of volunteerism in the Hamilton community and learn about the 2010 Commonwealth Games from one of Hamilton's Bid Committee members.

We are asking for your support for this year's breakfast. A reserved table will ensure your organization's participation. Through the purchase of a table for \$500, you will be entitled to seating for ten individuals, recognition in the program and on the day of the event. There are a number of additional sponsorship opportunities that will enhance your organization's commitment to supporting volunteers in Hamilton. We have attached information on these opportunities for your consideration. To confirm your participation by reserving your table for this year's event, please contact Volunteer Hamilton at 905.523.4444

We look forward to welcoming you at the 5th Annual **Community Builders Breakfast** on April 28, 2003.

Thank you.

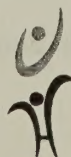
Sincerely,

Sharon Lax

Sharon Lax
Chair, Community Builder's Breakfast Committee
Volunteer Hamilton

Pat MacDonald

Pat MacDonald
Chair, Volunteer Hamilton



Volunteer Hamilton

206-627 Main Street East, Hamilton, ON L8M 1J5 Ph 905.523.4444 Fx: 905.523.7465
info@volunteerhamilton.on.ca www.volunteerhamilton.on.ca

Charitable Registration No. 108103607RR Affiliated with United Way of Burlington, Hamilton-Wentworth and Volunteer Canada

40 Years of Service 1963-2003

2003 Community Builders Breakfast Sponsorship Opportunities:

Monday, April 28, 2003 at 7:30 a.m.

Hamilton Convention Centre

Chedoke Hall

Gold Sponsor: \$2,500 - \$4,999 Level

- Table of 10 at Breakfast
- Name Displayed on Day of Event
- Name and Corporate Logo on Programme at Event
- Name Promoted in Media Related to Event
- Name and Corporate Logo in Volunteer Hamilton Newsletter
- Recognition of Contribution at the Event
- Recognition of Contribution on Volunteer Hamilton Web Site
- One Year Corporate Membership with Volunteer Hamilton

Silver Sponsor: \$1,000 - \$2,499 Level

- Table of 10 at Breakfast
- Name Displayed on Day of Event
- Name and Corporate Logo on Programme at Event
- Name Promoted in Media Related to Event
- Name and Corporate Logo in Volunteer Hamilton Newsletter
- Recognition of Contribution at the Event
- Recognition of Contribution on Volunteer Hamilton Web Site

Bronze Sponsor: \$500 Level

- Table of 10 at Breakfast
- Name Displayed on Day of Event
- Name (only) on Programme at Event

Individual/Group Ticket Sponsors: \$50 per ticket

- Individual and Group Tickets can be purchased for this event at a cost of \$50 per person

For more information about these sponsorship and involvement opportunities please contact: Volunteer Hamilton

206-627 Main Street East

Hamilton, ON L8M 1J5

(905) 523-4444 (Phone)

(905) 523-7465 (Fax)

Dear Debra Vivian + HECFI staff : January 2003

Thank you once again for your generous donation toward this year's school fund-raiser. We were such a success this year, due in large part to wonderful corporate citizens such as your organization.

Sincerely,
Halina Salcedo

ADDISON TRAVEL MARKETING

TRAVEL & TOURISM INDUSTRY MARKETING SPECIALISTS

MAR 11 2003

March 5, 2003

Gabe Macaluso
Managing Director / CEO
Hamilton Convention Centre
1 Summers Lane
Hamilton ON L8P 4Y2

Dear Mr. Macaluso:

We held a travel trade show at the Convention Centre on Wednesday, February 26, 2003. Since this was our first time at your facility (and in the city of Hamilton) we were understandably a little nervous as to how successful our event will be. After dealing with your staff from the time I made the initial phone call to when we left the building that evening, I can honestly say that it was a very positive experience from start to finish.

First, a big thank you to Silena Primavera who handled the booking for us. She was great in answering all of our questions and finding out the information we required. She responded very quickly to our inquiries and was nothing but enjoyable to deal with.

Next, to Jean Bulluss who handled the details of the event for us. Being our first time there, she asked a lot of questions and followed up with me on a regular basis to ensure that everything was understood. The result was that all the details on the event order was correct. Everything we needed was where we wanted them to be and when we wanted them. It was a pleasure working with her.

Finally, to the banquet department. The service provided by Rosie and her staff was nothing but amazing. Everyone was friendly and pleasant and all requests were handled immediately and with a smile. We were all blown away by how wonderful everyone was. We were especially impressed when we saw the staff serving the hors d'oeuvres to our attendees. If only more of the facilities we work with was this great.

The one problem we encountered was when our truck driver was moving in. There were a lot of vehicles blocking the loading bay which did not allow for him to park the truck properly. And there was no one to direct traffic and make sure that everything was organized. However, when this was brought to Jean's attention, she dealt with this immediately. We experienced no problems at all when moving out. We were very happy and impressed by how quickly the situation was resolved.

- ☒ SUITE 102 - 1260 HORNBY STREET, VANCOUVER, BC V6Z 1W2
☐ 653 FREEMANS LANE, P.O. BOX 890, POINT ROBERTS, WA 98281-0890

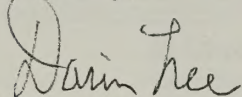
E-MAIL: addison@atmshows.com WEBSITE: www.addisontravelmarketing.com

TEL: (604) 681-8377 or 1-800-663-9157 FAX: (604) 681-5125 or 1-800-577-8799



Again, thank you to the wonderful staff at the convention centre. I would not hesitate to recommend this facility to anyone as I am confident that they will be treated as well as we were. I look forward to working with your staff again in the future.

Sincerely,



Darin Lee
Events Coordinator





The Canadian
National
Institute
for the Blind
Ontario Division



L'Institut
national
canadien
pour les aveugles
Division de l'Ontario

Hamilton-Wentworth District
1686 Main Street West
Hamilton, Ontario
Canada L8S 1G4
(905) 528-8555
Fax: (905) 527-9536
www.cnib.ca

Honorary Patron:
The Honourable Hilary M. Weston
Lieutenant Governor of Ontario

Patron d'honneur :
L'honorable Hilary M. Weston
Lieutenant-gouverneur de l'Ontario

MAR 08 2003

February 27, 2003

H.E.C.F.I.
Hamilton Convention Centre
1 Summers Lane
Hamilton, Ontario
L8P 4Y2

Attention: Gabe Macaluso, Manager

Dear Sirs:

Re: "Magic Dot Gala"

We would like to take this opportunity to thank you for your extremely generous donation of 10 tickets to Disney on Ice. It added significantly to our live auction, which was an exciting and enjoyable part of the evening.

The Gala was extremely successful, and we raised almost \$44,000.00. A great success, especially as it was our first Gala.

On behalf of the **"Magic Dot Gala"** Steering Committee, and the CNIB, we extend our thanks, and appreciation for your support of this very worthwhile organization.

Milka Vujnovic
Co-chair
Magic Dot Gala, CNIB

Steve Varey
Co-chair
Magic Dot Gala, CNIB





91ST



HIGHLANDERS ATHLETIC ASSOCIATION

10 Garden Dr.,
Grimsby, Ontario
L3M 3

Hamilton, Ontario

Canada

905 945 9993
tomroden@aol.com

February 26, 2003

Mr. Fred Deys, Chairman of the Board,
Hamilton Entertainment & Convention Facilities Inc.,
71 Main St. W.,
Hamilton, Ontario,
L8P 4Y5

Dear Chairman Deys:

On behalf of the other members of the 91st Highlanders Athletic Association, the organizing committee for the Hamilton Spectator Indoor Games, I wish to extend to you a very sincere thank you for your support of the competitions this year.

The games operated smoothly and provided good competition and entertainment, as evidenced by the enthusiastic responses from the spectators. Given the financial constraints under which we were forced to operate, I think we did reasonably well. Had you not given us the reduction in rent, it is quite probable that we could not have continued as we did. The success of the games is a testament to the hard work and dedication of committee members and the support we receive from the crew at Copps. I must commend to you the job done by Dave Kelly and his group. Several people commented that the track was erected better (i.e. tighter and more secure) and was cleaner than at any time in the past.

As you know, we have applied for the resumption of our grant from the city and are already looking forward to next year's event, which will be held on a Thursday and Friday in February or March, 2004, with the Friday evening being the elite meet. Our focus must be on increasing our sponsorship level and improving attendance at the elite meet.

The planning begins with our next meeting – Wednesday, March 26, 2003 at 7:00 pm at the Hamilton Spectator, third floor board room. Denis LeBlanc, Sports Editor at the Spectator will be there.

Sincerely,

Tom Roden,
Executive Director

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, February 27, 2003
12:00 Noon
Hamilton Convention Centre
Room 314

MINUTES

PRESENT:

Councillor A. Horwath, First Vice Chair
Councillor C. Collins, Second Vice Chair
Mayor R. Wade
Councillor R. Powers
Mr. T. Anderson
Mr. R. Baboth
Mr. P. DeCaria
Mr. D. Gillespie
Ms. B. Shackleton
Mr. I. Thompson

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. R. Rakoczy
Mr. S. Farrauto
Ms. J. Mills
Ms. D. Vivian

REGRETS:

Mr. F. Deys
Councillor B. Kelly
Mr. C. McIntyre
Mr. S. Monzavi

1. Opening Remarks

First Vice Chair, Andrea Horwath, called the meeting to order at 12:05 p.m. and welcomed everyone to the meeting. Councillor Horwath advised that a brief meeting of the NHL Sub-Committee will take place directly following the Board Meeting and requested members of that Sub-Committee to attend.

2. Correspondence

MOVED by Mr. Gillespie, seconded by Mr. DeCaria that

CORRESPONDENCE BE RECEIVED FROM ORGANIZERS OF THE INNER CITY BALLET COMPANY, THE HAMILTON REGIONAL CANCER CENTRE FOUNDATION AND HAMILTON FOOD SHARE.

MOTION CARRIED.

3. Minutes of Special Meeting Held January 30, 2003

MOVED by Mr. Baboth, seconded by Mr. Thompson that

THE MINUTES OF THE SPECIAL MEETING HELD JANUARY 30, 2003 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

Nil

6. Private and Confidential

MOVED by Mr. Baboth, seconded by Mr. Thompson that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:12 P.M.

MOTION CARRIED.

MOVED by Mr. Thompson, seconded by Councillor Powers that

THE IN-CAMERA SESSION BE ADJOURNED AT 12:14 P.M.

MOTION CARRIED.

7. New Business

7.1 World Cycling Event

The CEO reported that HECFI will continue to negotiate with the organizing committee with respect to rental fees until such time as the City directs that HECFI waive a portion or all of the charges. It was clarified that Copps Coliseum will be rented for the opening ceremonies; the Convention Centre from October 1st to 13th; the Studio Theatre and Piano Nobile from October 6th to the 13th. Councillor Horwath requested that the Board be apprised regularly of HECFI's involvement in this event.

7.2 City of Hamilton Logo : Copps Coliseum Roof

Discussion took place regarding the suggestion from the Chamber of Commerce that the City's logo be painted on the roof of Copps Coliseum. The Director of Operations/Events Delivery advised that it is not possible to paint a sign directly on the roof's membrane at this time. This suggestion could be considered at such time as the membrane is replaced. It was also pointed out that airline passengers would be the only individuals who could view such a sign and that Jets are presently discouraged from flying over the City's centre. However, staff will clarify with the Mayor's office the issue of possible arial coverage of the Cycling event and whether Copps Coliseum will have exposure.

7.3 IATSE

The CEO advised that Local 129 of IATSE has requested office space formerly leased by Creative Arts. Following discussion the issue was referred to the Operations Committee. It was stated that if leasing the space is rejected, a formal policy be developed and presented to the Board clarifying the parameters for leasing office space by HECFI.

7.4 Canadian Music Week

MOVED by Mayor Wade, seconded by Mr. Baboth that

BARBARA SHACKLETON ATTEND THE CANADIAN MUSIC WEEK CONFERENCE TO BE HELD IN TORONTO WEDNESDAY, FEBRUARY 26TH THROUGH TO SATURDAY, MARCH 1ST.

MOTION CARRIED.

It was noted that costs to attend the conference are approximately \$1,000. Board Members were in favour of receiving advance notification and a schedule of all conferences/conventions/trade shows relating to the industry.

8. Other Business

9. Date of Next Meeting

Thursday, March 27, 2002

10. Adjournment

The meeting adjourned at 12:40 p.m.

TAKEN AS READ AND APPROVED

Councillor A. Horwath

Patricia Bennett, Secretary

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research.

2. The second part of the report is a detailed description of the methodology used in the study. It includes information about the sample size, the data collection methods, and the statistical analysis techniques.

3. The third part of the report is a discussion of the results of the study. It presents the findings of the research and discusses their implications for the field of study.

4. The fourth part of the report is a conclusion and a list of references. The conclusion summarizes the main findings of the study, and the references list the sources of information used in the research.

5. The fifth part of the report is a list of appendices. These appendices contain additional information that is relevant to the study but is not included in the main body of the report.

6. The sixth part of the report is a list of figures and tables. These figures and tables provide a visual representation of the data and results of the study.

7. The seventh part of the report is a list of footnotes. These footnotes provide additional information about the study and its findings.

8. The eighth part of the report is a list of acknowledgments. These acknowledgments thank the individuals and organizations that provided support and assistance during the study.

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

N O T I C E

A MEETING OF THE FOI
SUB-COMMITTEE

Will Take Place

Preceding the Regular Board Meeting

Thursday, April 24, 2003

11:00 a.m.

Hamilton Convention Centre

Webster C

Patricia Bennett

Secretary to the Board of Directors

2003 April 21

MUNICIPAL DOCUMENT

PROV. DEPT. 440
ASA
2000

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, April 24, 2003
12:00 Noon
(Lunch Served at 11:30 p.m.)
Hamilton Convention Centre
Webster C**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. *Finance & Administration Committee Second Report of 2003*

Attachment A

- B. *Policy & Procedure Manual
Revised Policies*

Attachment B

INFORMATION ITEMS

2. Correspondence

Attachment 2

3. Minutes of Regular Meeting Held March 27, 2003

Attachment 3

3.1 Errors or Omissions

3.2 Motion for Approval

4. Minutes of Special Meeting Held April 8, 2003

Attachment 4

4.1 Errors or Omissions

4.2 Motion for Approval

5. Business Arising from the Minutes

6. Reports

6.1 Financial Summary for the Two Months Ended
February 28, 2003

Attachment 6.1

7. Private and Confidential

8. New Business

9. Other Business

10. Date of Next Meeting: Thursday, May 29, 2003

11. Adjournment

OUTSTANDING BUSINESS

- (i) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
(ii) City Manager to Attend Future Board Meeting
(iii) Police Chief (or Designate) to Attend Future Board to Discuss Club "Colors" at Events
-

2003 April 21
Patricia Bennett
Board Secretary

Report of the Board of Directors

January 1, 1998
1234 Street
City, State 12345
Telephone: 123-4567
Fax: 123-4567

Executive Summary

1. Introduction

1.1 Purpose

1.2 Scope

The purpose of this report is to provide a comprehensive overview of the company's performance over the past year. The scope of the report includes financial results, operational performance, and strategic initiatives.

2. Financial Performance

2.1 Revenue

Revenue for the year ended December 31, 1997, was \$1,234,567, representing an increase of 12% over the previous year.

2.2 Expenses

Expenses for the year ended December 31, 1997, were \$987,654, representing an increase of 8% over the previous year.

The net income for the year ended December 31, 1997, was \$246,913, representing an increase of 15% over the previous year.

2.3 Profitability

Profitability for the year ended December 31, 1997, was 20%, representing an increase of 2 percentage points over the previous year.

2.4 Cash Flow

Cash flow for the year ended December 31, 1997, was \$123,456, representing an increase of 10% over the previous year.

The company's financial performance was strong throughout the year, with revenue and profit both showing significant growth.

3. Operational Performance

3.1 Production

Production for the year ended December 31, 1997, was 1,234,567 units, representing an increase of 10% over the previous year.

3.2 Quality

Quality for the year ended December 31, 1997, was 98%, representing an increase of 1 percentage point over the previous year.

3.3 Customer Satisfaction

Customer satisfaction for the year ended December 31, 1997, was 95%, representing an increase of 2 percentage points over the previous year.

3.4 Employee Satisfaction

Employee satisfaction for the year ended December 31, 1997, was 90%, representing an increase of 1 percentage point over the previous year.

The company's operational performance was strong throughout the year, with production and quality both showing significant growth.

The company's strategic initiatives for the year ended December 31, 1997, were successful in achieving the goals set at the beginning of the year.

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

N O T I C E

April 24, 2003 Agenda

At the April 17th meeting of the Finance & Administration Committee, a policy-by-policy review of the Policy and Procedure Manual was conducted. Those policies requiring amendment are appended to the Board agenda.

Full amended copies of the Policy and Procedure Manual will be available at the Board Meeting. If any Board Member wishes a copy before the meeting, please advise.

Once the Manual receives approval by the full Board, each policy will receive an amended "Board Approval Date" and the entire document will be re-circulated.

Patricia Bennett
Secretary to the Board of Directors
2003 April 21

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

NOTICE

April 24, 2003 Agenda

At the April 17th meeting of the Finance & Administration Committee, a policy-by-policy review of the Policy and Procedure Manual was conducted. These policies requiring amendment are appended to the Board agenda.

Full amended copies of the Policy and Procedure Manual will be available at the Board Meeting. If any Board Member wishes a copy before the meeting, please advise.

Once the Manual receives approval by the full Board, each policy will receive an amended "Board Approval Date" and the entire document will be re-circulated.

Respectfully,

Secretary to the Board of Directors
April 24, 2003

FINANCE AND ADMINISTRATION COMMITTEE
SECOND REPORT OF 2003

The Finance and Administration Committee presents its **SECOND** Report of 2003 from its meeting held April 17, 2003 and respectfully requests approval of the following recommendations:

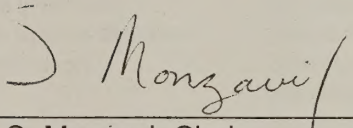
1. Policy and Procedure Manual

THAT ALL FUTURE ADDITIONS OR DELETIONS TO THE POLICY AND PROCEDURE MANUAL RECEIVE BOARD APPROVAL.

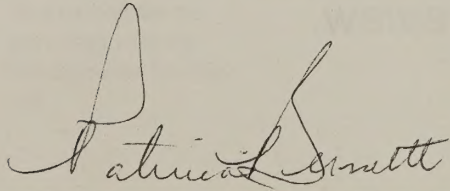
2. Freedom of Information Appeals

THAT STAFF BE DIRECTED TO RELEASE ALL DOCUMENTATION PERTAINING TO TRAVEL EXPENSES ON BEHALF OF EMPLOYEES AND BOARD MEMBERS.

Respectfully submitted,



Mr. S. Monzavi, Chair *pl*



Patricia Bennett, Secretary

B

AMENDED POLICIES

Please Note:

A Code of Conduct Policy for Board Members will be circulated at the Board Meeting for review.

POLICY AND PROCEDURE MANUAL

DOCUMENT NUMBER POL-00003	
SUBJECT FINANCE : ADVANCE DEPOSIT PROCEDURES	PAGE NUMBER One of Two
DEPARTMENT Marketing and Sales	DIVISION

The Advance Deposit Procedures described in the following are to be followed explicitly. Any deviation must be approved in writing by the CEO/Managing Director, the Programming Manager, the Hospitality Programming & Sales Manager and the Banquet Manager and copies of the approval placed in the event file. If an account proves to be uncollectable the amount will be charged as an expense to the appropriate department budget.

POL-00133 – Tenants:Booking Procedures:Hamilton Place to be referenced for further direction.

1. Events Involving Admission Tickets

<u>First Deposit</u>	<u>Second Deposit</u>	<u>Balance</u>	<u>Comments</u>
50% of the minimum rent (incl.GST) due upon a definite reservation.	50% of the minimum rent plus a conservative estimate of event charges, box office fees, catering and advertising costs due no later than 14 days before the scheduled date of the event; to be paid by certified cheque, money order or cash.	Balance, if any of rent, event charges, box office fees, catering and advertising costs recovered on settlement.	The 2nd deposit may be waived provided that ticket sales are controlled by our Box Office and in our judgement sales will cover event charges. box office fees, catering and advertising costs.

2. Trade Shows, Conventions, Amateur Sports & Events Without Admission Tickets

<u>First Deposit</u>	<u>Second Deposit</u>	<u>Balance</u>	<u>Comments</u>
25% of the minimum rent (incl.GST) due upon a definite reservation. Events booked less than six months away require a 50% FIRST deposit, due upon a definite reservation with the balance due 14 days out.	25% of the minimum rent (incl.GST) due at the mid-point between the date of the reservation and the scheduled date of the event.	50% of the minimum rent (incl.GST) due no later than 14 days prior to the move-in date; to be paid by certified cheque, money order or cash. Balance of food and beverage and other ancillary charges to be billed by statement at the discretion of Programming Manager, Hospitality Programming & Sales Manager or Banquet Manager in consultation with CEO, if required.	If there is a concern about a client's credit standing (*) or the client is from out of the province, the final deposit payment must include a conservative estimate of total event charges. (*) Staff should regularly make reference to the Problem Customer Accounts listing which is produced by the Finance & Administration Department.

BOARD/MANAGEMENT APPROVAL DATE Board of Directors : February 2003	BOARD MOTION NUMBER	DATE: 2003/04/21 SUPERSEDES: 1996 December 16
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POLICY AND PROCEDURE MANUAL

DOCUMENT NUMBER

PRO-00003

SUBJECT

FINANCE : ADVANCE DEPOSIT PROCEDURES

PAGE NUMBER

Two of Two

DEPARTMENT

Marketing and Sales

DIVISION

3. Room Rentals

Deposit

A deposit equal to the value of the room rental (incl.GST) is due upon definite reservation.

Comments

If the event is booked within 7 days of the function payment is to be made by certified cheque, money order or cash and is due 72 hours before the function.

4. Catered Functions

Deposit

A deposit equal to the value of the room rental (incl.GST) is due when the event is confirmed.

Comments

Payment of the estimated balance is to be made by certified cheque, money order or cash 72 hours before the function.

5. Regular & Repeat Clients with Established Credit

Deposit

No deposit required.

Balance

Payment of the estimated balance to be paid upon receipt of statements.

NON-CERTIFIED CHEQUES

Should a client forward a non-certified cheque for final payment, acceptance will be at the discretion of the Programming Manager, the Hospitality Programming & Sales Manager, or the Banquet Manager in consultation with the CEO/Managing Director, if required.

POLICY AND PROCEDURE MANUAL

SUBJECT FINANCE : CASH ADVANCES FROM H.E.C.F.I. FLOATS		DOCUMENT NUMBER POL-00010
		PAGE NUMBER One of One
DEPARTMENT Corporate	DIVISION	

At no time and under no circumstances is cash to be withdrawn by any member of staff for personal use; and

That when emergency cash funds are required for event related charges, funds should be ordered from the bank or, for amounts under \$150.00, they may be withdrawn from petty cash; and

That when time constraints prevent the foregoing, funds may be requested from the box office or float funds provided that prior approval is obtained in accordance with the signing authorities listed below:

All staff must have prior written approval of their respective manager/supervisor; and

All managers/supervisors must obtain the prior written approval of the Director of Operations/Events Delivery or his/her designate; and

The Director of Operations/Events Delivery must have prior written approval of the Managing Director/CEO, or his/her designate; and

The Managing Director/CEO must have prior written approval of the Chairman of the Board or his/her designate.

BOARD APPROVAL DATE Board of Directors : February 2003	BOARD MOTION NUMBER	DATE: 2003/02/21
		SUPERSEDES:

POLICY AND PROCEDURE MANUAL

SUBJECT BOARD : EXPENSES/BOARD MEMBERS		DOCUMENT NUMBER POL-00024
		PAGE NUMBER One of One
DEPARTMENT Board of Directors	DIVISION	

1. That all travel at a cost of \$50. or more by Board Members on behalf of H.E.C.F.I. be pre-approved by the Board; and
2. That in the event of time restraints, a poll of Board Members may be taken; and
3. That emergency travel must have the pre-approval of the Board Chair and the Chair of Finance & Administration; and
4. That following any travelling on behalf of the Board of Directors, the Board Member or Members submit to the Board a written report which outlines the following:
 - A.) A brief description of the purpose and activities;
 - B) An opinion as to the benefits gained to H.E.C.F.I. and/or the City of Hamilton;
 - C) When travelling has involved attendance at a conference, provide an opinion respecting future attendance;
 - D) When travelling has involved efforts or commitments made to attract a future conference, event, performance to take place at any of the H.E.C.F.I. facilities or in the City of Hamilton, an outline of the following be provided:
 - (i) personal contacts made
 - (ii) formal bids
 - (iii) distribution of material respecting H.E.C.F.I. and the City of Hamilton; and
5. That when travelling involves the presentation of a formal bid proposal involving any of the H.E.C.F.I. facilities, a H.E.C.F.I. staff member accompany the Board member(s).

BOARD APPROVAL DATE Board of Directors : February 2003	BOARD MOTION NUMBER	DATE: 2002/04/21
		SUPERSEDES: 92:52

POLICY AND PROCEDURE MANUAL

SUBJECT FINANCE : INTERNAL CONTROLS		DOCUMENT NUMBER POL-00050
		PAGE NUMBER One of One
DEPARTMENT Corporate	DIVISION	

H.E.C.F.I. maintains an Internal Control Binder for use by its staff.

- H.E.C.F.I. Managers are to ensure that amendments/additions/deletions are documented and circulated to all staff on a timely basis.
- All employees are expected to know and understand the procedures relating to their areas of responsibility that are included in the Binder and are responsible for ensuring that the procedures are followed.
- Staff are responsible for changing procedures when circumstances change and must communicate any such change(s) to their immediate supervisor(s) to ensure that the Internal Control Binder is kept current for their areas of responsibility.

BOARD/MANAGEMENT APPROVAL DATE Board of Directors : February 2003	BOARD MOTION NUMBER	DATE: 2003/04/21
		SUPERSEDES: Management:96./05/27

POLICY AND PROCEDURE MANUAL

DOCUMENT NUMBER	
POL-00065	
SUBJECT	PAGE NUMBER
BOARD : CONFLICT OF INTEREST	One of One
DEPARTMENT	DIVISION
Board of Directors	

IC90:50 That effective June 1st, 1990 the HECFI Board of Directors accept the opinion of HECFI legal counsel and adopt the Municipal Conflict of Interest Act, 1983, and its conflict of interest policy pertaining to Board Members.

City Council, at its meeting held 1991 October 29 adopted the recommendation *"That citizens appointed by Council to Boards, Commissions and Committees be required to take an Oath of Appointed Office, similar to that taken by members of City Council..."* and *"that the City Solicitor provide a briefing of the Conflict of Interest rules and their practical application to all successful applicants prior to assuming their appointed responsibilities."*

Oath of Office

"I,....., do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office of Member/Director of the Hamilton Entertainment and Convention Facilities Board, to which I have been appointed in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I have not by myself or partner, either directly or indirectly, any interest in any contract with or on behalf of the H.E.C.F.I. corporation except that arising out of my office as Member/Director."

- The foregoing Oath is to be administered by either the Mayor or the City Clerk to each newly appointed citizen member at the first meeting of the Board, following its Annual Meeting held in January, prior to assuming his/her appointed responsibilities.
- Each member shall sign and date a written copy of the Oath which is filed with the Secretary of the Board.
- Each member shall receive a copy of the City Solicitor's Conflict of Interest Guidelines dated March 3, 1992, as referenced above.
- Each member shall receive a copy of the Municipal Conflict of Interest Act, 1983.

BOARD APPROVAL DATE	BOARD MOTION NUMBER	DATE:
Board of Directors : February 2003		2003/04/21
		SUPERSEDES:
		IC90:50

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Member
Board/Committee
City of Hamilton

FROM: P. Noé Johnson
City Solicitor
Law Department

PHONE: 546-4520

SUBJECT: Conflict of Interest Guidelines

DATE: 1992 March 3

WELCOME TO PUBLIC SERVICE! By accepting the appointment to serve your community as a Citizen member in the City of Hamilton's Board/Committee structure, you will be subject to ethical guidelines that apply to Municipal Public service.

Those in public service must engender the public's confidence in exercising their authority in the best interests of that public, untouched by the perception of personal gain. The integrity of the member is not in question; each member, however, must ensure that their personal interests may not influence (or be perceived to influence) their public decisions.

To encourage citizens to participate in the democratic process and guide them through the issue of potential economic conflict between personal and public interest, the Province of Ontario has enacted rules set down in Statute (the Municipal Conflict of Interest Act); these rules have been interpreted by a growing volume of case law. This Statute is currently the subject of a report by the *Municipal Conflict of Interest Consultation Committee* to the Minister of Municipal Affairs (July 1991). This Committee has recommended a statement of purpose to clarify the intent of the legislation:

- ♦ to preserve the integrity of the local government decision-making process;
- ⊙ to ensure that members' personal pecuniary interests do not affect their public duties;
- ▼ to ensure that members do not use their public office to further their personal pecuniary interests;
- + to provide a procedure for disclosure of pecuniary interest and for withdrawal from the decision-making process where the personal pecuniary interest of a member may conflict with the public interest (where exceptions do not apply).

The following are guidelines offered to assist you in recognizing a potential for conflict and avoiding a conflict between your personal interests and the position of public trust as a Committee/Board member.

1. Recognize the potential for a personal financial interest in an item to be or under discussion by your Committee/Board. *This is easier said than done.*

The interest may exist through employment, business or as a controlling shareholder in public corporation or simply as a shareholder or director of a private corporation.

A member may also have an interest through a parent, spouse or child.

2. In the event of a potential conflict, do any of the following exemptions apply?

same interest as community eg. ratepayers

remote or insignificant, not likely to influence the person

3. Once the member has determined (*and its YOUR call*) that a potential conflict of personal/public interest does exist, the following procedure is recommended:

Prior to consideration of the matter, disclose the general nature of the interest - Do Not discuss the matter with any committee/board member unless and until disclosure of interest and withdrawal from decision process.

Take no part in consideration of the matter or vote on any question

Do not attempt to influence the voting on any question on the matter;

If the Committee/Board is in private, In-Camera Session, leave the meeting;

If absent from the meeting at which matter is discussed, make your disclosure at the next session.

NOTE: BY DISCLOSING THE INTEREST AND WITHDRAWING FROM THE DECISION-MAKING PROCESS, THE MEMBER HAS REVERTED TO A MEMBER OF THE PUBLIC FOR ANY TIME THE MATTER AFFECTED BY YOUR PERSONAL INTEREST IS DISCUSSED.

Government
of
Ontario



Gouvernement
de
l'Ontario

Municipal Conflict of Interest Act, 1983

Statutes of Ontario, 1983
Chapter 8

as amended by
1986, Chapter 64, s. 38 and
1988, Chapter 31, s. 17

Loi de 1983 sur les conflits d'intérêts municipaux

Lois de l'Ontario de 1983
Chapitre 8

tel qu'il est modifié par
l'art. 38 du chap. 64 de 1986
et l'art. 17 du chap. 31
de 1988

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OFFICE CONSOLIDATION

THIS CONSOLIDATION IS PREPARED FOR PURPOSES OF CONVENIENCE ONLY, AND FOR ACCURATE REFERENCE RECOURSE SHOULD BE HAD TO THE STATUTES.

THE FRENCH TEXT OF THIS ACT HAS NOT BEEN ENACTED BY THE LEGISLATIVE ASSEMBLY, BUT IT IS AN OFFICIAL TRANSLATION WHICH MAY BE ADMITTED IN EVIDENCE UNDER SUBSECTION 25 (2) OF THE EVIDENCE ACT, CHAPTER 145 OF THE REVISED STATUTES OF ONTARIO, 1980.

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CHAPTER 8

Municipal Conflict of Interest Act, 1983

Definitions

1. In this Act,

- (a) "child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; ("enfant")
- (b) "controlling interest" means the interest that a person has in a corporation when he beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; ("intérêts majoritaires")
- (c) "council" means the council of a municipality other than an improvement district and means the board of trustees of a municipality that is an improvement district; ("conseil")
- (d) "elector" means,
 - (i) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and
 - (ii) in respect of a school board, a person entitled to vote at the election of members of the school board; ("électeur")
- (e) "interest in common with electors generally" means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; ("intérêt commun à tous les électeurs")

- (f) "judge" means a judge of the county or district court of the county or district in which the municipality or the administrative or head office of the local board is situate, or if, through illness or absence there is no judge of that court able to act, a judge of the county or district court of a county or district that adjoins the county or district in which the municipality or the administrative or head office of the local board is situate; ("juge")
- (g) "local board" means a school board, board of directors of a children's aid society, committee of adjustment, committee of management of a community recreation centre, conservation authority, court of revision, land division committee, public utilities commission, public library board, board of management of an improvement area, board of park management, board of health, board of commissioners of police, planning board, district welfare administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a home for the aged, suburban roads commission or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board, a local services board or a negotiating committee appointed under the *Municipal Boundary Negotiations Act, 1981*; ("conseil local")
- (h) "meeting" includes any regular, special, committee or other meeting of a council or local board, as the case may be; ("réunion")
- (i) "member" means a member of a council or of a local board; ("membre")
- (j) "municipality" means the corporation of a county, city, town, village, township or improvement district or of a metropolitan, regional or district municipality and a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a com-

munity recreation centre appointed by a school board, a local roads board or a local services board; ("municipalité")

- (k) "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child; ("père ou mère")
- (l) "school board" means a board of education, public school board, secondary school board, Roman Catholic separate school board or Protestant separate school board and includes a divisional board of education; ("conseil scolaire")
- (m) "senior officer" means the chairman or any vice-chairman of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; ("dirigeant")
- (n) "spouse" means a person of the opposite sex to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. ("conjoint") 1983, c. 8, s. 1; 1986, c. 64, s. 38.

Indirect
pecuniary
interest

2. For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) he or his nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,
 that has a pecuniary interest in the matter; or
- (b) he is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. 1983, c. 8, s. 2.

Interest of
certain
relatives
deemed that
of member

3. For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. 1983, c. 8, s. 3.

EXCEPTIONS

Where s. 5
does not
apply

4. Section 5 does not apply to a pecuniary interest in any matter that a member may have,

- (a) as a user of any public utility service supplied to him by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of his being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;
- (c) by reason of his purchasing or owning a debenture of the municipality or local board;
- (d) by reason of his having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to him in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or under the *Local Improvement Act*;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;
- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;
- (h) by reason only of his being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of his being a member of a board, commission, or other body as an appointee of a council or local board;

R.S.O. 1980,
c. 126, 250

R.S.O. 1980,
c. 31

R.S.O. 1980.
c. 102

- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which he may be entitled by reason of being a member or under a by-law passed pursuant to section 252 of the *Municipal Act*, or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. 1983, c. 8, s. 4.

DUTY OF MEMBER

When
present at
meeting at
which matter
considered

5.—(1) Where a member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, he,

- (a) shall, prior to any consideration of the matter at the meeting, disclose his interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where
member to
leave closed
meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

When absent
from meeting
at which
matter
considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of his absence from the meeting referred to therein, the member shall disclose his interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by him after the meeting referred to in subsection (1). 1983, c. 8, s. 5.

RECORD OF DISCLOSURE

Disclosure to
be recorded
in minutes

6.—(1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.

Idem

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. 1983, c. 8, s. 6.

REMEDY FOR LACK OF QUORUM

Quorum
deemed
constituted

7.—(1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, notwithstanding any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Application
to judge

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge on an *ex parte* basis for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises.

Power of
judge to
declare s. 5
not to apply

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. 1983, c. 8, s. 7.

ACTION WHERE CONTRAVENTION ALLEGED

Who may try
alleged
contravention
of s. 5 (1-3)

8. The question of whether or not a member has contravened subsection 5 (1), (2) or (3) may be tried and determined by a judge. 1983, c. 8, s. 8.

Who may
apply to
judge

9.—(1) Subject to subsection (3), an elector may, within six weeks after the fact comes to his knowledge that a member may have contravened subsection 5 (1), (2) or (3), apply to

the judge by way of originating notice of motion in the manner prescribed by the rules of court for a determination of the question of whether the member has contravened subsection 5 (1), (2) or (3).

Contents of
notice of
motion

(2) The elector in his notice of motion shall state the grounds for finding a contravention by the member of subsection 5 (1), (2) or (3).

Time for
bringing
application
limited

(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. 1983, c. 8, s. 9.

Power of
judge to
declare seat
vacant,
disqualify
member and
require
restitution

10.—(1) Subject to subsection (2), where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), he,

(a) shall, in the case of a member, declare the seat of the member vacant; and

(b) may disqualify the member or former member from being a member during a period thereafter of not more than seven years; and

(c) may, where the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, where such party is not readily ascertainable, to the municipality or local board of which he is a member or former member.

Saving by
reason of
inadvertence
or *bona fide*
error

(2) Where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), if the judge finds that the contravention was committed through inadvertence or by reason of a *bona fide* error in judgment, the member is not subject to having his seat declared vacant and the member or former member is not subject to being disqualified as a member, as provided by subsection (1).

Member
not to be
suspended

(3) The authority to disqualify a member in subsection (1) does not include the right to suspend a member. 1983, c. 8, s. 10.

Appeal to
Divisional
Court

11.—(1) An appeal lies from any order made under section 10 to the Divisional Court in accordance with the rules of court.

Judgment or
new trial

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or

the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal.

Appeal from
order or new
trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. 1983, c. 8, s. 11.

Proceedings
not
invalidated
but voidable

12. The failure of any person to comply with subsection 5 (1), (2) or (3) does not of itself invalidate any proceedings in respect of any such matter but the proceedings in respect of such matter are voidable at the instance of the municipality or of the local board, as the case may be, before the expiration of two years from the date of the passing of the by-law or resolution authorizing such matter unless to make void the proceedings would adversely affect the rights of any person acquired under or by virtue of the proceedings who acted in good faith and without actual notice of the failure to comply with subsection 5 (1), (2) or (3). 1983, c. 8, s. 12.

Procedure
substituted
for *quo*
warranto
proceedings

13. Proceedings to declare a seat vacant or to disqualify a member or former member for conflict of interest, or to require a member or former member to make restitution where a contravention has resulted in personal financial gain, shall be had and taken only under the provisions of this Act. 1983, c. 8, s. 13.

GENERAL

Insurance
R.S.O. 1980,
c. 302

14.—(1) Notwithstanding section 248 of the *Municipal Act*, the council of every municipality may at any time pass by-laws,

(a) for contracting for insurance;

R.S.O. 1980,
c. 218

(b) notwithstanding the *Insurance Act*, to enable the municipality to act as an insurer; and

(c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under this Act; and for paying on behalf of or reimbursing the member for any such costs or expenses.

R.S.O. 1980,
c. 218 does
not apply

(1a) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1).

Surplus funds
R.S.O. 1980,
c. 218

(1b) Notwithstanding subsections 340 (1) and (2) of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in such securities as a municipality may invest in under subsection 165 (2) of the *Municipal Act*.

R.S.O. 1980,
c. 302

Reserve
funds

(1c) The moneys raised for a reserve fund of a municipal reciprocal exchange may be expended, pledged or applied to a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 339 of the *Insurance Act* is complied with. 1988, c. 31, s. 17.

Local boards

(2) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members.

Former
members

(3) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. 1983, c. 8, s. 14 (2, 3).

Conflict with
other Acts

15. In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. 1983, c. 8, s. 15.

POLICY AND PROCEDURE MANUAL

SUBJECT Business Travel, Seminar & Conference Attendance Policy		DOCUMENT NUMBER POL-00139
		PAGE NUMBER One of Seven
DEPARTMENT Corporate	DIVISION	

That the business travel, seminar and conference attendance policy, as attached, which was adopted in February, 2001 by the City of Hamilton be approved by HECFI with the following amendments:

- (i) the City is to be replaced with HECFI;
- (ii) the Council is to be replaced with HECFI Board;
- (iii) the City Manager is to be replaced with the Managing Director/CEO;
- (iv) department heads are to be replaced with HECFI senior managers;
- (v) that the Chairman of the Board and members of the N.H.L. sub-committee be authorized to travel and attend any business opportunity directly related to the pursuit of a National Hockey League franchise; and

That the per diem rate for travel be set at \$71.00 per day for overnight travel; and

That item number 6 of the City's policy be amended to authorize HECFI staff and Board Members to claim the per diem rate, less the cost of meals, on travel days; and

That staff be required to submit reports to the appropriate standing committee of the board following attendance at conferences and conventions on behalf of the corporations

(attachments)

BOARD APPROVAL DATE Board of Directors : February 2003	BOARD MOTION NUMBER	DATE: 2003/04/21 SUPERSEDES: 89:148(vi) 1989 December 15 1999 May 26
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THE CITY OF HAMILTON

FINANCE DEPARTMENT ACCOUNTING SERVICES DIVISION

Policy for Business Travel, Seminar & Conference

Date Approved: February, 2001
Appendix 'A' to FSC01014

POLICY

This policy applies to the attendance of members of Council and staff at conferences, seminars, and for other business travel deemed to be in the best interests of the Corporation; and to provide for the reimbursement of expenses incurred by those persons authorized to attend. The employees of the Police Services, Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Public Library are to follow this travel policy as approved by their individual boards.

ATTENDANCE AUTHORIZATION

Conditional upon the availability of funds provided in the current budget.

All members of Council will follow and uphold the requirements of this policy to substantiate travel expenditures submitted for reimbursement. Supporting documentation must include and clearly identify the event attended, date of the event, purpose of the event and, when applicable, identification of all individuals whose expenses are reimbursed with their submission.

The Mayor must approve, in writing, the attendance of the City Manager at any conference, seminar or for other business travel that is outside of Canada or the United States.

The City Manager or designate must approve, in writing, the attendance of any department head at any conference, seminar or for other business travel.

The City Manager or designate must approve, in writing, the attendance of all staff at any conference, seminar or for other travel that is outside of Canada or the United States.

General Manager or Executive Director must approve, in writing, the attendance of his/her Directors at conferences, seminars, or for other business travel and must also approve the attendance of his/her staff at any conference, seminar or for other travel that is outside Canada. Directors must approve the attendance of his/her staff at any conference, seminar or for other travel.

1. ADVANCE AND EXPENSE REIMBURSEMENT AUTHORIZATION

Subject to the approvals granted under Clause (1) above, City Manager or designate is granted the authority to approve an appropriate advance or to pay directly, expenses incurred for/by department heads where expenses are within this policy.

ADVANCE AND EXPENSE REIMBURSEMENT AUTHORIZATION, continued,

Subject to the approvals granted under Clause (1) above, department heads/or designate is granted the authority to approve an appropriate advance or to pay directly expenses incurred for/by staff where expenses are within this policy.

In exceptional circumstances, the City Manager may approve staff expenses over or outside the limits of this policy.

2. REGISTRATION

Subject to the approvals granted in Clause (1) above, request for payment of the registration fee for the delegate to attend the conference or meeting is forwarded to the Finance Department. Advance discounts should be realized where possible.

Copy of course, conference or seminar agenda is required providing information on cost, location, dates and meals.

This must be attached to the Travel Expense form. Any fees paid prior to the conference are to be reflected on the Travel Advance/Reimbursement form to be submitted to Financial Services.

3. CORPORATE TRAVEL AGENCY

Accommodation and transportation for trips requiring overnight stay must be booked through the corporate Travel Agent. Exception is allowed if accommodation is provided by conference organizers or rates and fees are proven to be less costly by going through another source.

4. TRANSPORTATION

The most economical and efficient mode of transportation as follows:

- Economy airfare including all applicable taxes, surcharges and cancellation insurance;

NOTE: Upgrades from economy airfare will be acceptable for non North American air travel to no higher than business class in recognition of the travel times involved.

- Train/bus fare when applicable.
- Transfer fees to and from transportation terminals at points of departure and arrival by the most economically feasible method, including parking.
- Car rental, including gas purchases, instead of public transportation may be claimed providing it is more economical or if required under certain circumstances. Authorization as per Clause (2) must be received prior to departure and must be clearly indicated on the Travel Advance Form.

TRANSPORTATION continued...

- Where an individual uses his/her own car for business travel, specific business insurance travel coverage must be in place. The current applicable mileage rate for the use of private automobiles on City business will be reimbursed. While operating a private automobile on City business, the individual is responsible for all vehicular costs, for example, repairs, fines, etc. Mileage will be reimbursed from the regular place of work, or from the employee's residence, whichever is **less**.
- Unless exceptional circumstances apply, the charges for the use of personal automobile shall not exceed the equivalent cost of economy airfare, plus airport parking and transfers.
- Shared transportation is encouraged when appropriate.

NOTE: Written justification (supported cost comparison) for use of personal automobile when air or train travel appears to be the most appropriate means of transportation must be obtained at the time of initial authorization to attend.

5. ACCOMODATION

Reasonable accommodation expenses where overnight accommodation is required is allowable as follows:

- The accommodation chosen should be the most economical and advantageous to the conduct of City business.
- The actual cost of a single room will be allowed provided such cost does not exceed the "Government Rate" when available.
- Receipts are required in support of all such expenses and must show the place, date and number of days or part days and the rate per day for single occupancy.

6. PER DIEMS

A "Per Diem" expense allowance, at a rate approved by Council from time to time, to cover the costs of meals, gratuities, personal telephone charges and all other expenses not covered by Clause (3), (4) and (5), will **apply** only when overnight accommodation is required. Where some meals are provided, the per diem **will** be reduced as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

- One per diem is allowed for each official registered **full** day of the event attended. Additional reasonable expenses incurred while travelling to and from the event will be reimbursed provided receipts are submitted in evidence of the expenses incurred.
- When overnight accommodations is **not** required, personal meal expenses will be reimbursed based upon submitted receipts to a maximum of the above table.
- Per diem claims for all approved travel in the United States and abroad will be paid in U.S. dollars to compensate for any additional expenses.
- For non North American travel only, reimbursement in excess of this maximum will be made if the actual expenses are reasonable in the opinion of the department head and proper receipts are submitted for all expenses. Approval of these expenses in excess of maximum per diem rates will be made on an individual basis, subject to their merits and general policy for reimbursement of allowable expenses.
- This policy addresses the maximum that the City will pay for travel, the individual may choose to upgrade at his/her own expense. If paid directly by the City, reimbursement must be received at time of registration. Examples include additional accommodation expenses for an accompanying spouse.
- In accordance to Clause (2) a lesser per diem or reimbursement for expenses for which receipts are submitted up to a maximum of the allowable per diem rate may be approved.

7. MEDICAL INSURANCE

City employees have coverage under the City's group plan for in country travel. Employees will be reimbursed for additional medical coverage they choose to purchase for out of country travel **only**. Appropriate receipt substantiating your claim is required when submitting this expense.

8. EXTENDED STAYS

At times, and with prior written authorization, special travel savings may be available to the City if the individual travelling stays longer than the duration of the business stay. Although any additional stay will be reimbursed in terms of per diems/accommodation the total travel costs cannot exceed economy travel fare plus minimum per diems/accommodation costs if the length of stay were not extended. Any loss of work days due to this "extended" travel must be charged to the employee's vacation entitlement. Savings must be substantiated by airline quotes, etc.

9. REPORTING

- All expense claims/reimbursements must be submitted to the Finance Department within 20 days of the event. Reimbursements of advanced funds must be accompanied by a receipt issued by the Finance Department, or a cheque payable to the City of Hamilton for the full amount owing.
- If an expense claim "actual" is overdue under this policy, the individual will be notified in writing with a copy to the General Manager and additional expense claims/advance requests will not be processed until the past due actual has been received.
- Elected officials with an overdue "actual" expense claim form will be notified in writing and additional expense claims/advances requests will not be processed until the past due actual has been received.
- A minimum one-page report on any conference, seminar or field trip shall be completed and filed with the final expense claim, with a copy to his or her immediate supervisor. In the case of a General Manager, a copy shall be filed with the City Manager. Elected officials are exempt from preparing this report.

10. ITEMS NOT ALLOWABLE

Claims for reimbursement will **not** be allowed for:

- Personal Effects and Services – Claims for loss of personal effects, for medical and hospital treatment, for purchase of trunks, hand luggage, clothing and other personal equipment, or for personal services such as, shoe shines, valet services and other personal expenses.

NOTE: Handling charges for bulky items such as exhibits are permissible provided they are indicated separately on the advance form and pre-approved. Receipts should be obtained where at all possible, however, expenses without receipts will be reimbursed if they were pre-approved and are reasonable (in the opinion of the department head) and equal to or less than the pre-approved amount.

- **unless** these calls were made for City business and are properly identified on the hotel bill. Reasonable telephone charges for calls to family at home will be allowed, in consideration of being out-of-town on City business.

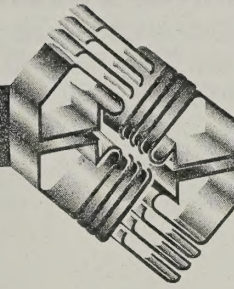
NOTE: Long distance phone calls are covered by the per diem. They are to be excluded from reimbursement as appropriate.

- Medical Insurance - City employees are covered under the City's group plan. Employees will **not** be reimbursed for additional medical coverage purchased individually for in country travel. See section 7. for out of country travel coverage.

REFERENCE

Forms: Travel Expenses

APR 01 2



March 31, 2003

Mr. Gabe Macluso
Managing Director
HECFI
71 Main St. West
Hamilton, ON L8P 4Y1

Dear Mr. Macluso,

On behalf of the participants, staff and Board of Directors of Brain Injury Services of Hamilton, we would like to thank you for your generosity. Your provision of tickets for Disney on Ice was instrumental in making the event most memorable.

HECFI displays the notion that charitable giving can make real improvements in our community. While you have extended gifts and in-kind-donations to strengthen our organization, the most important gifts you have offered are the gifts of compassion, support and a shared vision of a strong, diverse and inclusive community.

The fact that so many progressive, generous groups and individuals align their interests with ours certainly demonstrates the vitality of our sponsors to this organization.

Thank you once again. Our gratitude will be expressed by acknowledging your organization in our agency newsletter and on our agency Website.

I look forward to our continued partnership.

Warmest regards,

Jane Grech
Director of Operations
Brain Injury Services of Hamilton

Helen Manning-Valois
Community Re-entry Support Facilitator
Brain Injury Services of Hamilton

BRAIN INJURY SERVICES OF HAMILTON
opportunities for learning & living

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The Ron Joyce Foundation

520-9300 Airport Road
Mt. Hope, ON L0R 1W0
(905) 679-2400

APR 02 2003

March 27, 2003

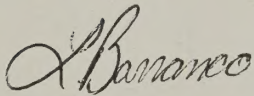
Mr. Gabe McAluso
c/o Mr. Frank Carrocci
Director of Revenues, City Hall
71 Main Street West
Hamilton, Ontario
L8P 4Y5

Dear Gabe:

I understand you are holding a function next month celebrating the anniversary of Hamilton Place. Elisabeth explained to you that I am unable to attend, however, I hear that you have worked together on an insert for the program, and that you have been in touch with my son Grant to attend the event in my place. In the meantime, please find enclosed a cheque in the amount of \$200,000.00 which I am confident will be put to good use, as always.

On a personal note, I have spent the last several months sailing the Pacific seas on my new sailboat and enjoying life to the fullest. Best wishes, Gabe, for a successful event and prosperous year for Hamilton Place.

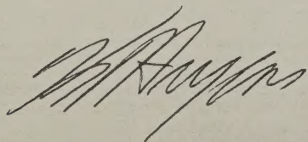
Warm regards,



per Ronald V. Joyce
Chairman
RVJ/eaf

cc: Frank Carrocci, Director of Revenues

NOTE: CHEQUE DEPOSITED TO ACCOUNT # 45498-102025
ON APRIL 3/03



KEN HEYEN
MANAGER OF TAX ACCOUNTING
AND ACCOUNTS RECEIVABLE
905-540-5254

March 24, 2003

Hamilton Entertainment and Convention
Facilities Inc.
1 Summers Lane
Hamilton, ON. L8P 4Y2

Attention Karen Dowhan
Hospitality Sales Executive

Dear Karen:

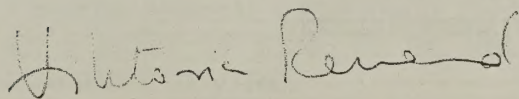
The **HAMILTON SECTIONAL BRIDGE TOURNAMENT** held at the Convention Center this past weekend was a huge success.

Joining our local bridge players were players from all over Ontario, even some from the US. We had nothing but praises for your facility -and bridge players had been known to be very critical. Wentworth C room was just comfortable for the large number of players we were accommodating, the lighting was excellent and your staff headed by Kalista promptly took care of every request. Organizers and players agreed that the event was better attended than some Regional Tournaments and the word is out that Hamilton is a fine venue for this type of event. The Toronto Unit Board Members attending the Board Meeting on Saturday also expressed deep satisfaction with the facilities and service.

We are hoping to make this tournament an annual event. This year the tournament was organized by UNIT 166 in Toronto, next year the local bridge organization will take over and will make sure that all the rules are strictly adhered to.

We would like to express our sincere gratitude for the wonderful work **you** and **Jean Bulliss** had done and are looking forward to another successful event at your marvelous facility next year.

Sincerely,



Viktoria Renaud
Hamilton Bridge Centre

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, March 27, 2003
12:00 Noon
Hamilton Convention Centre
Webster C

MINUTES

PRESENT:

Mr. F. Deys, Chair
Councillor A. Horwath, First Vice Chair
Councillor C. Collins, Second Vice Chair
Councillor R. Powers
Ms. B. Shackleton
Mr. S. Monzavi
Mr. P. DeCaria
Mr. D. Gillespie
Mr. R. Baboth
Mr. T. Anderson
Mr. C. McIntyre
Mr. I. Thompson

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. R. Rakoczy
Mr. S. Farrauto
Ms. D. Vivian

GUESTS:

Mr. P. Tice, Ross, McBride
Mr. K. Froese, Grant Thornton
Ms. K. Townsend, Grant Thornton

REGRETS:

Mayor R. Wade
Councillor B. Kelly

1. Opening Remarks

The Chair called the meeting to order at 12:05 p.m. Mr. Deys acknowledged guests including Mr. Peter Tice, from the law firm Ross McBride; Mr. K. Froese and Ms. K. Townsend of the auditing firm Grant Thornton. Board Members were reminded of HECFI's annual Client Appreciation night taking place April 17th. As well, Board Members were requested to note their calendars of the annual Chairman's Dinner which has been scheduled to take place Thursday, May 29th and will honour Board retirees, Mary Dow and Andy Skrypniak.

A. Operations Committee First Report of 2003

MOVED by Mr. Anderson, seconded by Mr. Gillespie that

THE OPERATIONS COMMITTEE FIRST REPORT OF 2003 FROM ITS MEETING HELD MARCH 20, 2003 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

Office Space : I.A.T.S.E.

A LEASE AGREEMENT BE EXECUTIED BETWEEN I.A.T.S.E. LOCAL 129 AND H.E.C.F.I. RESPECTING THE OCCUPANY OF THE OFFICE AREA LOCATED ON THE CHORUS LEVEL OF HAMILTON PLACE FOR A ONE (1) YEAR TERM COMMENCING 2003 APRIL 1.

Capital Budget Programme – HCC Renovations

STAFF BE DIRECTED TO UTILIZE EXISTING CAPITAL FUNDS TO REPLACE THE CARPET ON THE SECOND FLOOR OF THE CONVENTION CENTRE; and

THAT ANY SURPLUS FUNDS BE UTILIZED TO REPLACE/REFURBISH CEILINGS ON THE THIRD FLOOR.

MOTION CARRIED.

B. Community Dinner : Fourth Annual Celebrity Roast

MOVED by Mr. Baboth, seconded by Mr. DeCaria that

THE BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE BOARD CHAIR AND THE FIRST VICE CHAIR, OR THEIR DESIGNATES, TO THE FOURTH ANNUAL CELEBRITY ROAST, CHARITY AUCTION & AWARDS BANQUET AT A COST OF \$150. TO BE HELD TUESDAY, APRIL 22, 2003 AT CARMEN'S BANQUET CENTRE.

MOTION CARRIED.

C. Community Dinner : Community Builders Breakfast

MOVED by Mr. Gillespie, seconded by Councillor Collins that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE COMMUNITY BUILDERS BREAKFAST TO BE HELD AT THE HAMILTON CONVENTION CENTRE MONDAY, APRIL 28, 2003 FROM 7:30 A.M. TO 9:30 A.M. AT A COST NOT TO EXCEED \$500.

MOTION CARRIED.

2. Correspondence

The Board received correspondence from Cardinal Newman Catholic Secondary School thanking HECFI for its donation to the school fundraiser; Addison Travel Marketing commending staff for their event management; The Canadian National Institute for the Blind thanking HECFI for its donation of Disney tickets; and the 91st Highlanders Athletic Association expressing appreciation for HECFI's support of the 2003 competitions.

3. Minutes of Regular Meeting Held February 27, 2003

MOVED by Mr. DeCaria, seconded by Mr. Anderson that

THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 27, 2003 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

Nil

5. Reports

Nil

6. Private and Confidential

All staff members were requested to leave the room.

MOVED by Mr. Monzavi, seconded by Mr. Anderson that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:25 P.M.

MOTION CARRIED.

MOVED by Mr. Baboth, seconded by Mr. Monzavi that

THE IN-CAMERA SESSION BE ADJOURNED AT 3:15 P.M.

MOTION CARRIED.

The following resolutions were carried following the In-Camera session:

MOVED by Mr. Anderson, seconded by Mr. Baboth that

THE REPORT FROM INDEPENDENT LEGAL COUNSEL BE RECEIVED.

MOTION CARRIED.

MOVED by Councillor Horwath, seconded by Mr. Baboth that

THE STATEMENT, AS DISTRIBUTED AT THE CLOSED MEETING, BE DISTRIBUTED.

MOTION CARRIED.

MOVED by Councillor Horwath, seconded by Ms. Shackleton that

LEGAL COUNSEL BE DIRECTED TO OBTAIN FROM GRANT THORNTON A PRIVACY COMPLIANT VERSION OF THE FULL REPORT FOR REVIEW BY THE BOARD AT ITS NEXT MEETING, PRIOR TO PUBLIC RELEASE.

MOTION CARRIED.

MOVED by Mr. Anderson, seconded by Mr. Baboth that

LEGAL COUNSEL PROVIDE A REPORT AS TO THE PRACTICALITY OF PRODUCING A BLACKED-OUT REPORT TO BE RECEIVED AT THE NEXT BOARD MEETING.

MOTION CARRIED.

MOVED by Mr. McIntyre, seconded by Ms. Shackleton that

A REVIEW OF POLICIES AND PROCEDURES IN RESPECT OF THE RECOMMENDATIONS MADE BY THE AUDITORS IN THEIR REPORT BE UNDERTAKEN.

MOTION CARRIED.

MOVED by Mr. Baboth, seconded by Mr. Gillespie that

A COPY OF THE BOARD'S STATEMENT BE FORWARDED TO CITY COUNCIL BY THE CHAIR OF THE BOARD.

MOTION CARRIED.

7. New Business

7.1 IAAM Annual Conference & Trade Show : July, 2003

The International Association of Assembly Managers (IAAM) will host its 78th Annual Conference & Trade Show in New Orleans from July 25-29. In the past the Board Chair or his designate has attended the conference. It was

MOVED by Councillor Powers, seconded by Mr. Baboth that

THE BOARD CHAIR OR HIS DESIGNATE ATTEND THE IAAM ANNUAL CONFERENCE & TRADE SHOW, JULY 25 – 29 IN NEW ORLEANS.

MOTION CARRIED.

7.2 Freedom of Information Appeals

Mr. Deys advised that four additional appeals have been received. The process for managing the appeals will be followed in consultation with legal counsel, Dave Beck.

8. Other Business

8.1 Uniforms

Mr. T. Anderson provided a jacket sample which is being proposed for ushers/usherettes at Copps Coliseum and requested Board Members to provide an opinion. The jackets are being proposed for Copps Coliseum ushering, ticket taker and security staff. They will be worn together with a matching vest. Vests only are proposed for ushering staff at Hamilton Place. The material and color were accepted by the Board. Staff to be directed to proceed with the bid acceptance process.

9. Date of Next Meeting

Thursday, April 24, 2003

10. Adjournment

The meeting adjourned at 3:25 p.m.

TAKEN AS READ AND APPROVED

Mr. F. Deys, Chair

Patricia Bennett, Secretary

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 8, 2003
8:00 A.M.
Hamilton Place Board Room

MINUTES

PRESENT:

Mr. F. Deys, Chair
Councillor A. Horwath, First Vice Chair
Councillor C. Collins, Second Vice Chair
Mayor R. Wade
Councillor R. Powers
Councillor B. Kelly
Mr. S. Monzavi
Mr. T. Anderson
Mr. P. DeCaria
Ms. B. Shackleton
Mr. R. Baboth
Mr. D. Gillespie
Mr. I. Thompson

ALSO PRESENT:

Mr. D. Beck, City of Hamilton Legal Counsel
Mr. D. Logan, City of Hamilton Legal Counsel
Mr. P. Tice, Ross McBride
Mr. E. Canning, Ross McBride

REGRETS:

Mr. C. McIntyre

1. Opening Remarks

Chair, Fred Deys, called the meeting to order at 8:20 a.m.

MOVED by Mr. Baboth, seconded by Mr. DeCaria that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 8:21 A.M.

MOTION CARRIED.

MOVED by Mr. Anderson, seconded by Ms. Shackleton that

THE IN-CAMERA SESSION BE ADJOURNED AT 11 A.M.

MOTION CARRIED.

Special Audit Report

MOVED by Mr. Gillespie, seconded by Mayor Wade that

THE H.E.C.F.I. BOARD OF DIRECTORS RELEASE THE SPECIAL AUDIT REPORT WITH THE SEVERANCES DISCUSSED IN THE CLOSED SESSION AND THAT THE BOARD TAKE THE NECESSARY DISCIPLINARY ACTION AS DISCUSSED IN THE CLOSED SESSION.

MOTION CARRIED. Councillors Powers and Kelly abstained.

2. Adjournment

The meeting adjourned at 11:05 a.m.

TAKEN AS READ AND APPROVED

Mr. F. Deys, Chair

Patricia Bennett, Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary
For The Two Months Ended February 28, 2003

Actual Results For The Period Ended February 28, 2002		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$1,722,976	Revenue	\$1,242,661	\$1,358,399	\$ 115,738
<u>1,849,857</u>	Expenses	<u>1,647,934</u>	<u>1,952,572</u>	<u>(304,638)</u>
	Excess of Expenses			
<u>\$ 126,881</u>	Over Revenue From Operations	<u>\$ 405,273</u>	<u>\$ 594,173</u>	<u>\$(188,900)</u>

Comments:

HECFI's municipal contribution was over-expended by \$188,900 (see row 3, column 3 above) for the two month period ended February 28, 2003.

The unfavourable results for the two month period arose primarily due to losses on some events at Copps Coliseum combined with the fact that we were unable to book any concerts whereas two were included in the budget. Additionally, expenditures exceeded budget partially as a result of pent up demand caused by the budget freeze that had been imposed in 2002.

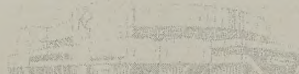
Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

Mr. Rick DiFilippo, CA
Director of Business Services

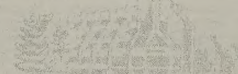
15 April 2003



HAMILTON
CONVENTION
CENTRE



Copps
Coliseum



HAMILTON
PLACE
THEATRE

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Actual Operating Results For The Two Months Period Ended Jan/Feb 2003	Budgeted Operating Results For The Two Months Period Ended Jan/Feb 2003	Actual Operating Results For The Two Months Period Ended Jan/Feb 2002	Favourable/ (Unfavourable) Budget Variance Amount	%	
	(1)	(2)	(3)	(4)	(5)	(6)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,769,810	\$285,470	\$194,969	(\$90,501)	-31.7%	\$322,295
OTHER RENTALS	257,050	48,468	47,751	(717)	-1.5%	90,428
FOOD, BEVERAGE AND CONCESSIONS	2,812,670	354,365	465,952	111,587	31.5%	590,816
RECOVERIES	2,389,500	445,406	574,554	129,148	29.0%	556,118
BOX OFFICE	480,690	70,090	51,994	(18,096)	-25.8%	119,884
OTHER	348,240	38,862	23,179	(15,683)	-40.4%	43,435
TOTAL REVENUE	\$8,057,960	\$1,242,661	\$1,358,399	\$115,738 *	9.3%	\$1,722,976
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$309,860	\$50,923	\$46,013	\$4,910	9.6%	\$50,695
FOOD AND BEVERAGE	2,513,665	319,952	412,782	(92,830)	-29.0%	419,482
EVENTS DELIVERY	2,118,515	384,027	503,823	(119,796)	-31.2%	512,296
BUILDING OPERATIONS	2,307,790	402,332	457,364	(55,032)	-13.7%	385,260
MARKETING AND PROMOTION	1,631,720	260,403	310,244	(49,841)	-19.1%	257,142
ADMINISTRATION-CEO/BOARD	553,830	92,977	87,989	4,988	5.4%	84,273
PROFESSIONAL FEES	27,000	3,166	958	2,208	69.7%	-
BUSINESS SERVICES	462,760	75,568	70,557	5,011	6.6%	61,199
BOX OFFICE	336,190	58,586	62,842	(4,256)	-7.3%	72,171
INSURANCE	94,630	-	-	-	0.0%	-
TOTAL EXPENSES	\$10,355,960	\$1,647,934	\$1,952,572	(\$304,638)	-18.5%	\$1,842,518
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS CONTRIBUTION FROM THE CITY	\$2,298,000	\$405,273	\$594,173	\$188,900	46.6%	\$119,542
	2,298,000	405,273	405,273	-	0.0%	161,276
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	(\$188,900)	(\$188,900)	0.0%	\$41,734

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE TWO MONTH PERIOD ENDED FEBRUARY 28, 2003

	Favourable/ (Unfavourable) Budget Variance Amount
<u>REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:</u>	
RENTAL, LICENCE FEES AND SHOW REVENUE	(\$90,501)
OTHER RENTALS	(717)
SODEXHO COMMISSIONS	(23,846)
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	(1,824)
OTHER	(15,683)
	<u>(\$132,571)</u>
<u>REVENUES CLOSELY ASSOCIATED WITH EXPENSES:</u>	
FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$135,433
RECOVERIES	129,148
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	(16,272)
	<u>\$248,309</u>
TOTAL	<u><u>\$115,738</u></u>

**STATUS REPORT ON HECFI REVENUE
FOR THE TWO MONTH PERIOD ENDED FEBRUARY 28, 2003**

	<u>Hamilton Convention Centre</u>	<u>Hamilton Place</u>	<u>Copps Coliseum</u>	<u>Corporate</u>	<u>TOTAL HECFI</u>
	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>
2003 Actual	494,917	316,420	495,068	51,994	1,358,399
2003 Budget	407,489	245,991	518,757	70,424	1,242,661
Favorable/ (Unfavorable) Variance	87,428	70,429	(23,689)	(18,430)	115,738

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>	<u>Hamilton Place</u>	<u>Copps Coliseum</u>	<u>Corporate*</u>	<u>TOTAL HECFI</u>
	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>
2003 Actual	494,917	316,420	495,068	51,994	1,358,399
2002 Actual	491,691	264,609	846,792	119,884	1,722,976
Favorable/ (Unfavorable) Variance	3,226	51,811	(351,724)	(67,890)	(364,577)

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

STANDING COMMITTEE
MINUTES AND FOLLOW-UP
FROM MEETINGS HELD
APRIL 17, 2003

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF THE HISTORY OF ARTS

AND ARCHITECTURE

CHICAGO, ILL.

OPERATIONS COMMITTEE

FOLLOW-UP LIST

AS AT 2003 April 17th COMMITTEE MEETING

- | | | |
|----|--|----------|
| 1. | Feasibility Study : CUP/HECFI
Transfer of Responsibility | |
| 2. | Report : HP: Exterior Doors | |
| 3. | Health & Safety Report | June |
| 4. | Report on Private Box Use at
October Wrestling Event | J.Elder |
| 5. | Sodexo/Concessions/Cash Registers
Strategy Meeting | B.Calder |
| 6. | Commonwealth Games : Capital Funding
Hamilton Place Accessibility | B.Calder |

Patricia Bennett
Legislative Assistant
2003 April 21

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

OPERATIONS COMMITTEE

**Thursday, April 17, 2003
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT:

Mr. T. Anderson, Chair
Mr. I. Thompson, Vice Chair
Mr. F. Deys, Board Chair
Councillor C. Collins
Mr. R. Baboth

ALSO PRESENT:

Councillor A. Horwath
Mr. S. Monzavi
Mr. D. Gillespie
Mr. B. Calder
Mr. R. DiFilippo
Mr. R. Rakoczy
Mr. S. Farrauto
Ms. D. Vivian
Mrs. J. Mills

REGRETS:

Mayor R. Wade
Ms. B. Shackleton
Mr. C. McIntyre
Mr. G. Macaluso

1. Opening Remarks

Chair Terry Anderson called the meeting to order at 12:05 p.m.

2. Correspondence

Nil

3. Minutes of Regular Meeting Held March 20, 2003

MOVED by Councillor Collins, seconded by Mr. Baboth that

THE MINUTES OF THE REGULAR MEETING HELD MARCH 20, 2003 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Director's Report

MOVED by Mr. Thompson, seconded by Councillor Collins that

THE APRIL DIRECTOR'S REPORT BE RECEIVED.

MOTION CARRIED.

The Director of Operations/Events Delivery added that the tender for the Convention Centre carpet closes May 12th and that the replacement will be undertaken through the summer months. The City's roof consultant has developed specifications for the Convention Centre's roofing tender.

5.2 Health & Safety Report

MOVED by Mr. Baboth, seconded by Mr. Thompson that

THE FIRST QUARTER REPORT OF THE HEALTH & SAFETY COMMITTEE BE RECEIVED.

MOTION CARRIED.

It has been agreed that the Bulldogs will no longer use the ice surface during intermissions while the zamboni is cleaning the ice until the issue is addressed by the Health & Safety Committee. Representatives of the Bulldogs, Health & Safety Committee and Risk Management will be in attendance. The issue was initially raised by a member of local 772 after a member of the Bulldogs organization fell on the ice and disappeared from view of the zamboni driver.

6. Private and Confidential

Nil

7. New Business

Nil

8. Other Business

Nil

9. Date of Next Meeting

Thursday, May 22, 2003

10. Adjournment

The meeting adjourned at 12:10 p.m.

TAKEN AS READ AND APPROVED

Mr. T. Anderson, Chair

Patricia Bennett, Secretary

MARKETING AND SALES COMMITTEE

FOLLOW-UP LIST

AS AT 2003 April 17th COMMITTEE MEETING

- | | | |
|----|--|-----------|
| 1. | Addition of Newsletter to HECFI Website | D. Vivian |
| 2. | Circulate Security Report to Bulldog Organization | D. Vivian |
| 3. | Director of Operations/Events Delivery to follow-up the issue of a banner on Copps Coliseum roof | B. Calder |

Patricia Bennett
Legislative Assistant
2003 April 21

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

MARKETING & SALES COMMITTEE

**Thursday, April 17, 2003
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT:

Mr. R. Baboth, Chair
Mr. F. Deys, Board Chair
Mr. D. Gillespie

ALSO PRESENT:

Councillor A. Horwath
Mr. S. Monzavi
Mr. I. Thompson
Mr. T. Anderson
Mr. B. Calder
Mr. R. DiFilippo
Mr. R. Rakoczy
Mr. S. Farrauto
Ms. D. Vivian
Mrs. J. Mills

REGRETS:

Mayor R. Wade
Ms. B. Shackleton
Mr. P. DeCaria
Mr. C. McIntyre

1. Opening Remarks

Chair, Rob Baboth, called the meeting to order at 12:12 p.m.

2. Correspondence

Correspondence was received from the Hamilton Association for Community Living expressing gratitude for Disney tickets and from the Catholic Curriculum Cooperative outlining reasons for moving their conference from Hamilton to Toronto in 2004 and 2005. Among the reasons cited is the quality of accommodations and the fact that Hamilton is not considered a "destination". The Hospitality Sales Manager stated that this type of information is shared with all properties concerned. It was noted that the convention represents an estimated \$80,000 in revenue to HECFI.

3. Minutes of Regular Meeting Held March 17, 2003

MOVED by Mr. Deys, seconded by Mr. Gillespie that

THE MINUTES OF THE REGULAR MEETING HELD MARCH 17, 2003 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

Nil

5. Reports

5.1 Future Confirmed Events/Bookings

The Committee received for information the reports detailing the confirmed events/bookings at Hamilton Place, Copps Coliseum and the Convention Centre for the months April to July, 2003.

5.2 CEO's Report

The Managers of the three divisions of Marketing & Sales were invited to provide overviews relating to current activity levels in their respective divisions:

Mr. Rich Rakoczy, Entertainment division, reported the following:

- The most current event to go on sale is Kurt Browning's Gotta Skate, Saturday, October 18th. The event will be televised for future viewing on NBC;
- Several acts are currently being negotiated, some of which may occur during the tail end of amphitheatre dates;
- Three major shows have been confirmed and include Tony Bennett in October; Josh Groban in February; and Diana Krall in November;

- Rich elaborated on the current slow concert cycle, citing border crossing concerns among the reasons for acts declining to tour at the present time.

Mr. Sal Farrauto, Hospitality Sales division, reported the following:

- Confirmations include:
 - Narcotics Anonymous
 - Literacy Council
 - Around the Road Bay Race – three years
 - Annual CYO Sports Celebrity Dinner. This event has been held at Carmens in the past but in order to accommodate increased attendance to 1500 is being moved to the Convention Centre.
 - Dates in August are on hold for the World Cup of Hockey in 2004 (former Canada Cup). One of the teams may opt to hold a training camp which would include an exhibition game;
- Contract details are being negotiated for World Cycling. HECFI responded to the RFP for the provision of food and beverage on Commonwealth Square;
- A five year contract has been negotiated with the 5 Pin Bowlers;
- A successful Media Conference was held for the Lacrosse event;
- Negotiations continue respecting a future Brier;
- Sal and Debra Vivian attended the recent Juno Awards. The event has become a full-scale conference. Contenders for future events include Calgary, Regina, Edmonton and Winnipeg. Hamilton will have to be creative in attracting the event back to the City.

Ms. Debra Vivian, Manager of Marketing, Promotions and Public Relations, reported the following:

- Debra reiterated the need for Hamilton to be creative in order to attract the Junos back to Hamilton;
- Client Appreciation is being held in conjunction with the 30th Anniversary of Hamilton Place this evening. Decorations have been donated by Decormore;
- Debra participated in a Round Table discussion hosted by The Spectator respecting the Arts. HECFI will have future increased input;
- The division is managing many media campaigns, including Belafonte; the Guess Who; Lacrosse, Tattoo; Gotta Skate and Stars on Ice.

5.3 Sales Reports

Booking Reports were received from Hospitality Sales and Client Services for the month of March 2003.

6. Private and Confidential

MOVED by Mr. Deys, seconded by Mr. Gillespie that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:25 P.M.

MOTION CARRIED.

MOVED by Mr. Gillespie, seconded by Mr. Deys that

THE IN-CAMERA SESSION BE ADJOURNED AT 12:26 P.M.

MOTION CARRIED.

7. New Business

N/a

8. Other Business

N/a

9. Date of Next Meeting

Thursday, May 22, 2003

10. Adjournment

The meeting adjourned at 12:32 p.m.

TAKEN AS READ AND APPROVED

Mr. R. Baboth, Chair

Patricia Bennett, Secretary

H.E.C.F.I.
FINANCE & ADMINISTRATION COMMITTEE

FOLLOW-UP NOTICE

TO: Mr. Gabe Macaluso **DATE:** 2003 April 21
Managing Director/CEO

Mr. R. DiFilippo Mr. B. Calder
Director Director
Business Services Division Operations/Events Delivery

Mr. R. Rakoczy Mr. S. Farrauto
Programmer Manager
 Hospitality Sales

Ms. D. Vivian Mrs. J. Mills
Manager Coordinator Employee Services
Promotions, Public Relations

FROM: Patricia Bennett
Committee Secretary

RE: **Finance & Administration Committee Meeting – April 17, 2003**

The Finance & Administration Committee, at its meeting held on Thursday, April 17, 2003, directed that:

Policy and Procedure Manual – Annual Performance Appraisal

Management was directed to ensure that all staff review the Policy and Procedure Manual and that each staff member be requested to acknowledge any changes at their annual Performance Appraisal.

Would you please take the necessary steps to execute the directions of Committee with respect to this item.

Should you have any questions in this regard, please do not hesitate to contact me at Ext. 4047.

THE NATIONAL COMMITTEE

FOLLOW-UP NOTICE

TO THE MEMBERS OF THE

THE NATIONAL COMMITTEE

MEMBERS

THE NATIONAL COMMITTEE

MEMBERS

MEMBERS

MEMBERS

MEMBERS

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MEMBERS

FINANCE AND ADMINISTRATION COMMITTEE

FOLLOW-UP LIST

AS AT 2003 April 17th COMMITTEE MEETING

Item

- | | | |
|----|--|-----------|
| 1. | Schedule Special Board Meeting to Discuss Promotions/Co-Promotions | P.Bennett |
| 2. | Schedule FOI Sub-Committee Meeting prior to April 24 th Full Board Meeting | P.Bennett |
| 3. | Development of Code of Conduct for Board Members | |
| 4. | Board Chair to discuss attendance issues with absent Board Members and provide report to April Board | F.Deys |
| 5. | Fireproofing : Hamilton Place Records Storage | P.Bennett |

Patricia Bennett
Legislative Assistant
2003 April 21

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

FINANCE & ADMINISTRATION COMMITTEE

**Thursday, April 17, 2003
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT:

Mr. S. Monzavi, Chair
Mr. F. Deys, Board Chair
Councillor A. Horwath
Mr. T. Anderson
Mr. R. Baboth

ALSO PRESENT:

Mr. D. Gillespie
Mr. I. Thompson
Mr. B. Calder
Mr. R. DiFilippo
Mr. R. Rakoczy
Mr. S. Farrauto
Ms. D. Vivian
Mrs. J. Mills

REGRETS:

Mayor R. Wade
Mr. P. DeCaria
Mr. G. Macaluso

1. Opening Remarks

Chair, Sonny Monzavi, called the meeting to order at 12:35 p.m. His remarks included a commitment to ensure that the Committee takes a more active role in the future. Due to the extensive material to be reviewed respecting the Policy and Procedure Manual, Mr. Monzavi stated that Item A will be reviewed after all other agenda items have been received.

A. Policy and Procedure Manual

MOVED by Councillor Horwath, seconded by Mr. Anderson that

ALL FUTURE ADDITIONS OR DELETIONS TO THE POLICY AND PROCEDURE MANUAL RECEIVE BOARD APPROVAL.

MOTION CARRIED.

Promotions – Co-promotions

It was agreed that due to the complexity of the issues surrounding promotions and co-promotions, a future, full Board discussion will take place. In conjunction with the discussion, information from the Special Audit and other relevant information will be presented outlining the specifics of how risks and profits are shared with a “financial” co-promoter and a co-promotion with an entertainment industry promoter, i.e. House of Blues.

Code of Conduct

Some discussion took place regarding the necessity of implementing a policy that addresses the inappropriateness of supervisors borrowing money from subordinates. It was agreed that the issue is inherent in the Code of Conduct.

HECFI Ombudsman

Board Chair, Fred Deys, stated that there are three or four other mechanisms in place at the City, aside from the EAP programme which HECFI staff can utilize should they have personal or workplace concerns.

HECFI Staff – Policy and Procedure Manual – Annual Performance Appraisal

Management was directed to ensure that all staff review the Policy and Procedure Manual and that each staff member be requested to acknowledge any changes at their annual Performance Appraisal.

Code of Conduct for Board Members

It was agreed that a Code of Conduct for Board Members should be developed and include attendance; travel; Standing Committee membership; a process for removal of a Member, etc. Staff was directed to present a proposed Code of Conduct at the April 24th Board Meeting.

It was clarified that the Board formerly enforced the City's practice of forwarding a letter of warning to any Board Member absent from three consecutive meetings. For the past number of years the Board has not enforced this practice. Board Chair, Fred Deys, will approach a current Board Member who has missed a number of Board Meetings and who is not a member of and does not attend Committee Meetings, and report to the April Board Meeting.

During discussion it was noted that other issues (as well as attendance) have also become contentious, i.e. confidentiality.

The Committee reviewed each of the Policies and Procedures. The following policies were amended:

Pol 00003 – Finance : Advance Deposit Procedures

Cross Reference Policy and Index to Pol 00133 Tenants : Booking Procedures: Hamilton Place.

Pol 00010 – Finance : Cash Advances From HECFI Floats

Broaden policy to include statement which precludes any staff member from removing cash for personal reasons.

Pol 00024 – Board : Expenses/Board Members

All travel at a cost of \$50 or more have the prior approval of the Board (a poll of the Board in order to meet time lines is acceptable); and

That emergency travel have the prior approval of the Chair and the Chair of Finance.

Pol 00050 – Finance : Internal Controls

Broaden policy to include statement that Managers are responsible for ensuring amendments/additions/deletions are documented on a timely basis.

Cross reference index - "Internal Controls" filed under "Finance" and under "I".

Pol 00065 – Board : Conflict of Interest.

Broaden policy to include "procedure" for New Board Members.

Pol 00139 – Business Travel, Seminar & conference Attendance Policy

Broaden policy to include provision for HECFI staff and Board Members to claim the current per diem rate on travel days, less the cost of meals.

2. Correspondence

Nil

3. Minutes of Regular Meeting Held March 27, 2003

Moved by Mr. Anderson, seconded by Councillor Horwath that

THE MINUTES OF THE REGULAR MEETING HELD MARCH 27, 2003 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Report from Director of Business Services

The April Report from the Director of Business Services was received. Mr. DiFilippo reiterated that year-end results are close to being finalized and that an estimated \$100,000 surplus is anticipated.

5.2 Financial Summary for the Two Months Ended February 28, 2003

The report outlining the financial summary for the two months ending February 28th was received. The report reflected HECFI's municipal contribution being over-expended by \$188,900 which arose primarily due to losses on some events at Copps Coliseum combined with the fact that two concerts had not materialized (but had been budgeted). As well, expenditures exceeded budget (mainly in the areas of cleaning and maintenance) partially as a result of demand caused by the budget freeze that had been imposed in 2002.

6. Private and Confidential

Moved by Mr. Baboth, seconded by Mr. Deys that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12: 40 P.M.

MOTION CARRIED.

All staff members with the exception of Joan Mills, were requested to leave the meeting.

Moved by Councillor Horwath, seconded by Mr. Anderson that

THE IN-CAMERA SESSION BE ADJOURNED AT 12:50 P.M.

MOTION CARRIED.

7. New Business

7.1 Gifts to Retiring Board Members in Recognition of Tenure

Two samples of framed collages (provided by Councillor Powers) were presented that could be used as guides in the development of a similar collage that could be awarded to Board Members upon their retirement. In the past, retiring Board Members receive their plaqued portraits. Retiring Chairs have, in the past, received a plaqued collage consisting of their portraits and pictures of the three facilities. Discussion has taken place to find a more suitable form of recognition for all Board retirees. However, as it was clarified that gifts over \$100 become taxable benefits, Committee Members agreed that a suitable commemorative gift at a cost not to exceed \$100. be provided to all Board Members.

8. Other Business

8.1 Freedom of Information Appeals

Pat Bennett reported that four appeals have been received on the following requests:

- 02:02 Business Relationships between HECFI and Fourteen Individuals/Businesses;
- 02:05 Access to Names of Consultants and associated documents;
- 02:08 Travel/Chair/First Vice 1997 – 2002
- 02:09 Travel/Expenses/CEO 2001 – 2002

The IPC (Information and Privacy Commission) has set a May 7th deadline for HECFI to produce all documents pertaining to the requests. The requests had been denied based on solicitor/client privilege because the documents formed part of the information being examined by Grant Thornton in its completion of the Special Audit. Staff will clarify;

- with Mr. P. Tice of Ross McBride, if solicitor/client privilege has been lifted now that the Special Audit has been concluded and the report made public;
- that third party releases are required from all businesses and individuals named before release of any documentation.

Mr. Monzavi advised that he and Mr. DiFilippo had met with Ms. Walters of The Hamilton Spectator prior to the meeting to review the newspaper's FOI requests/appeals and had made progress in narrowing the scope of the requests.

Appeals will be reviewed with the City's Legal Counsel, Mr. Dave Beck.

It was agreed that the Committee which has been struck to oversee FOI requests will meet prior to the Board Meeting on the 24th.

It was reported that a new request has been received from CH TV requesting documentation regarding travel for the CEO and Terry Anderson for the period 1996 to 2001.

During discussion it was

MOVED by Mr. Deys, seconded by Mr. Baboth that

STAFF BE DIRECTED TO RELEASE ALL DOCUMENTATION PERTAINING TO TRAVEL EXPENSES ON BEHALF OF EMPLOYEES AND BOARD MEMBERS.

MOTION CARRIED.

9. Date of Next Meeting

Thursday, May 22, 2003

10. Adjournment

The meeting adjourned at 2:25 p.m.

TAKEN AS READ AND APPROVED

Mr. S. Monzavi, Chair

Patricia Bennett, Secretary

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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, June 26, 2003
12:00 Noon
(Lunch Served at 11:30 p.m.)
Room 314**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|---|---------------------|
| A. | <i>Audit Committee First Report of 2003</i> | <i>Attachment A</i> |
| B. | <i>Finance & Administration Committee Fourth Report of 2003</i> | <i>Attachment B</i> |
| C. | <i>Operations Committee Second Report of 2003</i> | <i>Attachment C</i> |

INFORMATION ITEMS

- | | | |
|-----|---|--|
| 2. | Correspondence | Nil |
| 3. | Minutes of Regular Meeting Held May 29, 2003 | Attachment 3 |
| 3.1 | Errors or Omissions | |
| 3.2 | Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 4.1 | Report : H.E.C.F.I. 's Mandate vis-à-vis City of Hamilton :
Human Resources – Mr. D. Logan | Circulated at
Meeting |
| 5. | Reports | |
| 5.1 | Financial Summary for the Four Month Period
Ended April 30, 2003 | Attachment 5.1 |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 8. | Other Business | |
| 9. | Date of Next Meeting: | Thursday, July 31, 2003 or
At the Call of the Chair |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|-------|--|
| (i) | Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review |
| (ii) | City Manager to Attend Future Board Meeting |
| (iii) | Police Chief (or Designate) to Attend Future Board to Discuss Club "Colors" at Events |
-

REV 01/10/10
ASA
6003

AUDIT COMMITTEE
FIRST REPORT OF 2003

The Audit Committee presents its **FIRST** Report of 2003 from its meeting held January 23, 2003 and respectfully requests approval of the following recommendations:

1. H.E.C.F.I. Draft 2002 Audited Financial Statements

THAT THE DRAFT 2002 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED AS AMENDED.

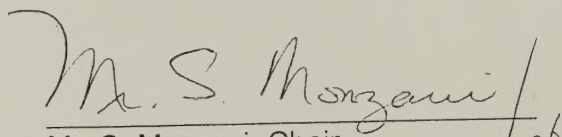
2. H.P.A.F.I. Draft 2002 Financial Statements

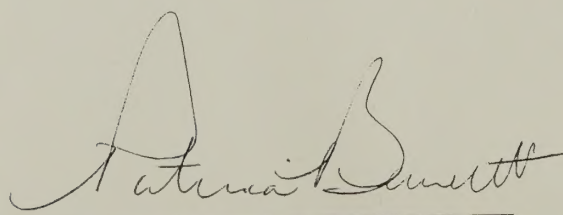
THAT THE DRAFT 2002 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION INC. BE APPROVED.

3. Auditor's Management Letter

THAT ALL FUTURE MANAGEMENT LETTERS FROM THE AUDITING FIRM BE REVIEWED AND HAVE PRIOR APPROVAL BY THE AUDIT COMMITTEE PRIOR TO THE APPLICATION OF SIGNATURES.

Respectfully submitted,


Mr. S. Monzavi, Chair /pb


Patricia Bennett, Secretary

**The Hamilton Entertainment and Convention
Facilities Inc.**

Financial Statements

December 31, 2002

Grant Thornton 

Draft

The American Entomological Society

Published by

Entomological Society of America

Volume 11, 1912

General Program

1912

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Balance Sheet	2
Statement of Revenue and Expense	3
Notes to the Financial Statements	4-10

Draft

Grant Thornton LLP
Chartered Accountants
Management Consultants

AUDITORS' REPORT

To the Board Members of
The Hamilton Entertainment and Convention Facilities Inc.,

We have audited the balance sheet of the Hamilton Entertainment and Convention Facilities Inc. as at December 31, 2002 and the statements of revenue and expense for the year then ended. These financial statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2002 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles except as described in Note 2.

Hamilton, Ontario
April 30, 2003

Standard Life Centre
120 King Street West
Suite 1040
Hamilton, Ontario L8P 4V2
T (905)-525-1930
F (905)-527-4413
E Hamilton@GrantThornton.ca
W www.GrantThornton.ca

Draft

Grant Thornton LLP
Chartered Accountants

Canadian Member of Grant Thornton International

CONFIDENTIAL
EXEMPT FROM DISCLOSURE

EXHIBIT 101-102

CONFIDENTIAL

CONFIDENTIAL - EXEMPT FROM DISCLOSURE

Exhibit 101-102 is a confidential document containing information that is exempt from disclosure under the Freedom of Information Act, 5 U.S.C. 552(b)(7)(D). This exemption applies because the information is confidential and its release would be likely to result in the identification of confidential sources or methods of investigation.

The information contained in Exhibit 101-102 is confidential and its release would be likely to result in the identification of confidential sources or methods of investigation. Therefore, the information is exempt from disclosure under the Freedom of Information Act, 5 U.S.C. 552(b)(7)(D).

Exhibit 101-102 is a confidential document containing information that is exempt from disclosure under the Freedom of Information Act, 5 U.S.C. 552(b)(7)(D). This exemption applies because the information is confidential and its release would be likely to result in the identification of confidential sources or methods of investigation.

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The Hamilton Entertainment and Convention Facilities Inc.

Balance Sheet

Year Ended December 31

2002

2001

Assets

Current assets:

Cash	\$ 133,419	\$ 139,414
Accounts receivable	1,384,308	1,231,064
Inventories (note 3)	64,440	55,366
Prepaid expenses	2,251	688
Deferred charges on future shows	116,147	111,794
Due from City of Hamilton	<u>1,878,302</u>	<u>1,446,893</u>
	<u>\$ 3,578,867</u>	<u>\$ 2,985,219</u>

Liabilities

Current liabilities:

Accounts payable and accrued liabilities	\$ 2,039,258	\$ 855,351
Advance ticket sales	1,218,168	1,687,759
Deposits on future rentals	177,711	298,884
Deferred revenue on display advertising	-	1,688
Unredeemed gift certificates	80,145	80,570
Advance from a related corporation (note 4)	13,025	12,550
Accrued sick benefits (note 5)	<u>50,560</u>	<u>48,417</u>
	<u>\$ 3,578,867</u>	<u>\$ 2,985,219</u>

On behalf of the Board

_____ Director

_____ Director

See accompanying notes to the financial statements.

Draft

The Hamilton Entertainment and Convention Facilities Inc.

Statement of Revenue and Expense

December 31, 2002

	Budget <u>2002</u>	Actuals <u>2002</u>	Actuals <u>2001</u>
Revenue			
Rentals, licence fees and show revenue	\$ 1,865,820	\$ 1,987,373	\$ 1,611,555
Food, beverage and concessions	3,009,730	3,038,626	2,701,623
Recoveries	2,348,660	3,219,018	2,489,215
Box Office	444,350	633,488	385,462
Other	<u>332,370</u>	<u>401,941</u>	<u>301,681</u>
	<u>8,000,930</u>	<u>9,280,446</u>	<u>7,489,536</u>
Expense			
Events delivery	2,162,360	3,045,096	2,315,183
Food and beverage	2,481,670	2,529,824	2,252,896
Building operations	2,164,840	2,297,483	2,020,355
Marketing and promotion	1,503,370	1,592,736	1,418,798
Administration	1,409,270	1,419,736	1,221,644
Box Office	<u>329,930</u>	<u>340,581</u>	<u>309,176</u>
	<u>10,051,440</u>	<u>11,225,456</u>	<u>9,538,052</u>
Excess of expense over revenue before contribution from the City of Hamilton	2,050,510	1,945,010	2,048,516
Contribution from the City of Hamilton	<u>2,050,510</u>	<u>2,050,510</u>	<u>2,050,510</u>
Excess of revenue over expense for the year (Note 4)	\$ <u>-</u>	\$ <u>105,500</u>	\$ <u>1,994</u>

See accompanying notes to the financial statements.

Draft

The American Experiment and the New World Order
Statement of Kenneth S. Gergen

Date	Page	Text
1991	1	I am pleased to have the opportunity to discuss the American experiment and the new world order.
1991	2	The American experiment is a unique and important part of the world's history.
1991	3	It is a story of freedom, democracy, and the pursuit of happiness.
1991	4	The American experiment has inspired and influenced the rest of the world.
1991	5	It is a story of the American people's commitment to the principles of liberty and justice.
1991	6	The American experiment is a testament to the power of the human spirit.
1991	7	It is a story of the American people's ability to overcome adversity and build a better future.
1991	8	The American experiment is a source of inspiration and hope for the rest of the world.
1991	9	It is a story of the American people's commitment to the principles of freedom and democracy.
1991	10	The American experiment is a testament to the power of the human spirit.
1991	11	It is a story of the American people's ability to overcome adversity and build a better future.
1991	12	The American experiment is a source of inspiration and hope for the rest of the world.
1991	13	It is a story of the American people's commitment to the principles of freedom and democracy.

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2002

1. Nature of operations:

The Hamilton Entertainment and Convention Facilities Inc. (HECFI) is a not-for-profit organization, incorporated without share capital under the laws of Ontario by The Corporation of the City of Hamilton (City of Hamilton) to maintain and operate, in the public interest, the following facilities:

Copps Coliseum (a trade Centre and arena)
Hamilton Convention Centre
Ronald V. Joyce Centre for the Performing Arts at Hamilton Place (a theatre-auditorium).

2. Significant accounting policies:

The Corporation follows accounting principles appropriate for a municipal organization, except that it does not present the operating, capital, reserves and reserve funds which are set aside by Council for use by the Corporation on the balance sheet and statement of revenue and expense. This basis of accounting is considered appropriate as HECFI's financial information is included with the consolidated financial statements of the City of Hamilton for the Members of Council, Inhabitants and Ratepayers. These financial statements reflect the operating arrangement between the City and HECFI, whereby the City owns the capital assets and arranges with HECFI to operate the facilities on the City's behalf.

The financial statements presented herewith are required only for HECFI's Board of Directors. As these financial statements have not been prepared for general purposes, some users may require further information.

The more significant accounting policies used are as follows:

(a) Inventories:

Inventories are valued at the lower of cost (determined on the first-in, first-out method) and net realizable value.

(b) Capital assets:

The land, buildings, and the original equipment of HECFI are owned by the City of Hamilton. Purchases of equipment and furnishings are charged either directly to operations in the year in which the expenses occur, or to a capital projects reserve fund established for the purchase of capital assets and maintained by the City of Hamilton on behalf of HECFI.

(c) Reserves:

Payments relating to the functional purpose of reserves are charged directly to the reserves.

Draft

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The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2002

2. Significant accounting policies: (continued)

(d) Rentals, licence fees and show revenue:

Rentals, licence fees and show revenue comprise minimum rental and licence fees, negotiated percentages of box office receipts and profit or loss when the Corporation acts as a promoter or co-promoter on shows. Revenues exclude the capital improvement surcharge.

3. Inventories:

Inventories consist of liquor, beer, wine, food and soft drinks.

4. Transactions and Balances with Related Parties:

(a) Advance from a related corporation

In 1991, The Hamilton Performing Arts Foundation Inc. advanced monies to the Corporation which in turn invested the funds with the City of Hamilton. All interest earned on these funds has been reinvested with the City of Hamilton and will be paid to The Hamilton Performing Arts Foundation Inc. The continuity of this account is summarized as follows:

	<u>2002</u>	<u>2001</u>
Balance, beginning of year	\$ 12,550	\$ 12,135
Interest earned during the year	<u>475</u>	<u>415</u>
Balance, end of year	<u>\$ 13,025</u>	<u>\$ 12,550</u>

(b) Transactions with the City of Hamilton

At the end of the year \$105,500 (2001 - \$1,994) excess of revenue over expense for the year was transferred to the City of Hamilton and allocated to HECFI reserve for capital projects.

HECFI was advised by the City that the City of Hamilton incurred utility and related overhead costs of approximately \$1,837,000 (2001 - \$1,725,000) for the operations of HECFI.

Draft

The American Environmental and Conservation Federation Inc.

Letter to the Federal Government

1. The American Environmental and Conservation Federation Inc. (AECF) is a non-profit organization dedicated to the protection and conservation of the natural environment. We are writing to you today to express our concerns regarding the current state of the environment and the actions of the Federal Government.

2. We are particularly concerned about the impact of climate change and the need for comprehensive legislation to address this global issue. We urge the Federal Government to take immediate action to reduce greenhouse gas emissions and to protect our natural resources.

3. We also are concerned about the impact of pollution on our health and the environment. We urge the Federal Government to take action to reduce air and water pollution and to protect our public lands.

4. We are also concerned about the impact of land use changes on our environment. We urge the Federal Government to take action to protect our public lands and to promote sustainable land use practices.

5. We are also concerned about the impact of the current economic crisis on our environment. We urge the Federal Government to take action to protect our environment during these difficult times.

6. We are also concerned about the impact of the current political climate on our environment. We urge the Federal Government to take action to protect our environment from political interference.

Thank you for your attention to these issues.

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2002

5. Liability for vested sick leave benefits:

Effective May 1, 1982 the predecessor corporations to HECFI adopted an Income Protection Plan and sick leave credits earned under the previous Sick Leave Benefit Plan were frozen. Under the Sick Leave Benefit Plan unused sick leave could accumulate and employees were entitled to cash payment upon termination of services after ten continuous years of employment. Entitlement to cash payment continues to apply to those employees who earned credits under this plan. The liability for these accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$50,560 at December 31, 2002 (2001 - \$48,417). The current year expense of \$Nil (2001 - Nil) for sick leave liability was paid directly by the City of Hamilton and is not reflected in these financial statements.

6. Pension agreements:

The Corporation makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 50 members of its staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

Effective August 1, 1998, OMERS provided a temporary contribution holiday, with no employer or employee pension contributions required until January 1, 2003. As a result, no amount was contributed to OMERS for 2002 (2001 \$ Nil) for current service.

Contributions will resume January 1, 2003 at rates of 2.1% and 2.6% depending on the level of earnings. Effective January 1, 2004 full contribution rates will resume ranging from 6% to 8.8% depending on the level of earnings.

Draft

The Hamilton-Brownfield and Connecticut Pacific Inc.
Notes to the Financial Statements
December 31, 1999

Notes to the Financial Statements

Notes to the Financial Statements are an integral part of the financial statements and should be read in conjunction with the financial statements. The following notes provide additional information regarding the financial statements and the company's financial position and results of operations.

Notes to the Financial Statements

The following notes provide additional information regarding the financial statements and the company's financial position and results of operations.

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The following notes provide additional information regarding the financial statements and the company's financial position and results of operations.

1999

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2002

7. Reserve Fund:

During the year a donation of \$200,000 (2001 - \$200,000) was made by the Ron Joyce Foundation to the City of Hamilton. In accordance with the restriction placed upon the use of these funds, the City of Hamilton has created a separate reserve fund which is to be utilized to finance major building repairs/improvements and to purchase or replace equipment at the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place.

The Ron Joyce Foundation has also pledged further annual donations of \$200,000 for the years 2003 to 2017 inclusive.

The continuity of this fund is summarized as follows:

	<u>2002</u>	<u>2001</u>
Balance, beginning of year	\$ 349,715	\$ 297,403
Donations	200,000	200,000
Interest earned during the year	18,406	19,377
Funds transferred to finance capital projects approved in the current year's capital budget	(200,000)	(200,00)
Return of unused funds from previously approved capital projects	-	32,935
Balance, end of year	<u>\$ 368,121</u>	<u>\$ 349,715</u>

In addition to the above-noted funds, there are also unexpended capital balances relating to projects included in the current and past years' capital budgets. The continuity of this amount is as follows:

	<u>2002</u>	<u>2001</u>
Unexpended balance, beginning of year	\$ 255,680	\$ 406,981
Expenditures made on capital projects	(221,611)	(318,366)
Transfer of unused funds from previously approved capital projects	-	(32,935)
Funds transferred to finance the current year's capital projects	200,000	200,000
Unexpended balance, end of year	<u>\$ 234,069</u>	<u>\$ 255,680</u>

Draft

The Financial Statements of the Company

The following table shows the financial statements of the company for the year ended 31st December 2019. The table is divided into two main sections: the Income Statement and the Balance Sheet. The Income Statement shows the company's revenue, expenses, and profit. The Balance Sheet shows the company's assets, liabilities, and equity.

Income Statement		Balance Sheet	
2019	2018	2019	2018
Revenue	100,000	Assets	100,000
Expenses	(80,000)	Liabilities	(20,000)
Profit	20,000	Equity	80,000

Income Statement		Balance Sheet	
2019	2018	2019	2018
Revenue	100,000	Assets	100,000
Expenses	(80,000)	Liabilities	(20,000)
Profit	20,000	Equity	80,000

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2002

8. Other reserves:

The City of Hamilton holds other reserves for HECFI to be used for specific purposes totalling \$911,769 (2001 - \$893,290) and a capital fund in the amount of \$622,761 (2001 - \$445,578). The reserves and capital fund have not been included in HECFI's Balance Sheet nor have their operations been included in the Statements of Revenue and Expenses and Cash Flows.

The following reserves have been set aside by Council on behalf of HECFI:

(a) Reserve for capital projects:

This reserve and the interest earned thereon is used primarily to finance major building repairs/improvements, purchase of equipment or replacement thereof. The reserve is financed from a patron surcharge levied by the Corporation on ticket admissions to the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place and Copps Coliseum, as well as from allocations of the excess of revenue over expense (note 4).

Consistent with prior years, a provision was included in the 2002 Statement of Revenue and Expense calculated as the equivalent of the amount that would have been expensed had the OMERS temporary contribution holiday not been in existence. In 2002, the cost of the provision has been transferred directly to the Reserve for Capital Projects. The continuity of this reserve is summarized as follows:

	<u>2002</u>	<u>2001</u>
Balance, beginning of year	\$ <u>573,165</u>	\$ <u>577,791</u>
Receipts from patron surcharges during year:		
Ronald V. Joyce Centre for the Performing Arts		
at Hamilton Place	141,673	107,030
Copps Coliseum	<u>148,859</u>	<u>74,987</u>
	<u>290,532</u>	<u>182,017</u>
Interest earned during year	43,437	39,583
Surplus transferred from The Hamilton Entertainment and Convention Facilities Inc.	105,500	1,994
Funds from the equivalent to OMERS		
Contribution provision	142,927	-
Return of unused funds from previously approved capital projects	-	21,780
Transfer of funds from the City of Hamilton		
Capital reserve	<u>61,985</u>	<u>-</u>
	<u>353,849</u>	<u>63,357</u>
Funds transferred to finance capital projects approved in the current year's capital budget:		
Hamilton Convention Centre	(420,000)	(150,000)
Copps Coliseum	<u>(220,000)</u>	<u>(100,000)</u>
	<u>(640,000)</u>	<u>(250,000)</u>
Balance, end of year	<u>\$ 577,546</u>	<u>\$ 573,165</u>

Draft

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2002

8. Other reserves: (continued)

(b) Special events subsidy reserve

This reserve and interest earned thereon is used primarily to attract events to the facilities operated by HECFI. The continuity of this fund is summarized as:

	<u>2002</u>	<u>2001</u>
Balance, beginning of year	\$ 1,324	\$ 5,390
Contribution from the City of Hamilton	100,000	100,000
Interest earned during the year	2,495	1,324
Payments made in the year for events subsidies	<u>(100,461)</u>	<u>(105,390)</u>
Balance, end of year	<u>\$ 3,358</u>	<u>\$ 1,324</u>

(c) Budget stabilization reserve

This reserve and the interest earned thereon is used primarily to fund the Corporation's over-expended municipal contribution, if any, in future years. The continuity of this fund is summarized as follows:

	<u>2002</u>	<u>2001</u>
Balance, beginning of year	\$ 318,801	\$ 308,260
Interest earned during the year	<u>12,064</u>	<u>10,541</u>
Balance, end of year	<u>\$ 330,865</u>	<u>\$ 318,801</u>

(d) Unexpended capital balances

In addition to the above-noted funds, there are also unexpended capital balances relating to projects included in the current and past years' capital budgets. The continuity of this amount is as follows:

	<u>2002</u>	<u>2001</u>
Unexpended balance, beginning of year	\$ 445,578	\$ 380,028
Expenditures made on capital projects	(463,420)	(162,670)
Transfer of unused funds from previously approved capital projects	-	(21,780)
Funds transferred to finance the current year's capital projects	<u>640,000</u>	<u>250,000</u>
Unexpended balance, end of year	<u>\$ 622,158</u>	<u>\$ 445,578</u>

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The American International and Continental Insurance Co.

Capital and Surplus \$1,000,000.00
 Assets \$1,000,000.00

The American International and Continental Insurance Co. is a company organized under the laws of the State of New York, and is licensed to do business in the State of New York and in all other States of the Union.

Assets	\$1,000,000.00	Capital and Surplus	\$1,000,000.00
Real Estate	\$100,000.00	Reserve for Unpaid Claims	\$100,000.00
Stocks and Bonds	\$500,000.00	Reserve for Unpaid Claims	\$100,000.00
Other Assets	\$400,000.00	Reserve for Unpaid Claims	\$100,000.00
		Reserve for Unpaid Claims	\$100,000.00

The American International and Continental Insurance Co. is a company organized under the laws of the State of New York, and is licensed to do business in the State of New York and in all other States of the Union.

Assets	\$1,000,000.00	Capital and Surplus	\$1,000,000.00
Real Estate	\$100,000.00	Reserve for Unpaid Claims	\$100,000.00
Stocks and Bonds	\$500,000.00	Reserve for Unpaid Claims	\$100,000.00
Other Assets	\$400,000.00	Reserve for Unpaid Claims	\$100,000.00
		Reserve for Unpaid Claims	\$100,000.00

The American International and Continental Insurance Co. is a company organized under the laws of the State of New York, and is licensed to do business in the State of New York and in all other States of the Union.

Assets	\$1,000,000.00	Capital and Surplus	\$1,000,000.00
Real Estate	\$100,000.00	Reserve for Unpaid Claims	\$100,000.00
Stocks and Bonds	\$500,000.00	Reserve for Unpaid Claims	\$100,000.00
Other Assets	\$400,000.00	Reserve for Unpaid Claims	\$100,000.00
		Reserve for Unpaid Claims	\$100,000.00

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2002

9. Subsequent Event:

On April 24, 2003, the Managing Director/CEO was terminated. While the ultimate cost of the termination is subject to negotiation and possible litigation, it is estimated that this cost would amount to a minimum of \$200,000.

10. Statement of Cash Flows:

A separate statement of cash flows is not presented because cash flows from operating activities are readily apparent from the other financial statements.

11. Comparative Figures:

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.

Draft

The following information is for your information only. It is not intended to be used as a substitute for professional advice. Please consult your physician or other health care provider for more information.

1. **Indication:** This product is indicated for the treatment of mild to moderate depression. It is not intended for use in patients with severe depression or those who are suicidal.

2. **Contraindications:** This product is contraindicated in patients who are taking monoamine oxidase inhibitors (MAOIs) or who have taken them within the last 14 days. It is also contraindicated in patients with a history of hypersensitivity to this product or its ingredients.

3. **Warnings:** Patients should be warned that this product may cause drowsiness and dizziness. They should be cautioned against driving or operating machinery until they know how the product affects them. Patients should also be warned that this product may interact with other medications, including alcohol.

4. **Adverse Reactions:** The most common adverse reactions reported in clinical trials were headache, dry mouth, and constipation. Other reported reactions include nausea, vomiting, and weight gain.

5. **Drug Interactions:** This product may interact with MAOIs, tricyclic antidepressants, and certain antipsychotics. Patients should be advised to inform their physician of all medications they are taking.

6. **Use in Specific Populations:** There is no data on the use of this product in pregnant or breastfeeding women. It should be used with caution in elderly patients and those with liver or kidney impairment.

7. **Overdosage:** In case of overdosage, patients should be treated symptomatically. There is no specific antidote for this product.

8. **Storage:** This product should be stored at room temperature, away from moisture and light. It should be kept out of the reach of children.

The Hamilton Performing Arts Foundation Inc.
Financial Statements
December 31, 2002

Grant Thornton 

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The Hamilton Performing Arts Foundation Inc.

Financial Statements

December 31, 2002

Carol Thompson

2002

Contents

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Balance Sheet	2
Statement of Fund Balance	3
Notes to the Financial Statements	4

DRAFT

Grant Thornton LLP
Chartered Accountants
Management Consultants

AUDITORS' REPORT

To the Board Members of
The Hamilton Performing Arts Foundation Inc.,

We have audited the balance sheet of the Hamilton Performing Arts Foundation Inc. as at December 31, 2002 and the statement of fund balance for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2002 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

Hamilton, Ontario
April 30, 2003

Grant Thornton LLP
Chartered Accountants

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Page 1 of 1

EXHIBIT A

Exhibit A is a copy of the original document.

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Exhibit A is a copy of the original document.

Exhibit A is a copy of the original document.

Exhibit A is a copy of the original document.

Exhibit A is a copy of the original document.

Exhibit A is a copy of the original document.

Exhibit A is a copy of the original document.

The Hamilton Performing Arts Foundation Inc.

Balance Sheet

Year Ended December 31

2002

2001

Assets

Current assets:

Cash	\$ 17	\$ 17
Advance to a related corporation (note 3)	<u>13,025</u>	<u>12,550</u>
	<u>\$ 13,042</u>	<u>\$ 12,567</u>

Fund Balance

Surplus	<u>\$ 13,042</u>	<u>\$ 12,567</u>
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On behalf of the Board

_____ Director _____ Director

See accompanying notes to the financial statements.

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The Hamilton Performing Arts Foundation Inc.

Statement of Fund Balance

For the Year Ended December 31

2002

2001

	Actuals <u>2002</u>	Actuals <u>2001</u>
Revenue		
Fund Balance, beginning of year	\$ 12,567	\$ 12,152
Interest revenue	<u>475</u>	<u>415</u>
	<u>\$ 13,042</u>	<u>\$ 12,567</u>

See accompanying notes to the financial statements.

DRAFT

STATE OF NEW YORK
IN SENATE
January 10, 1907.

REPORT
OF THE
COMMISSIONER OF THE LAND OFFICE
IN RESPONSE TO A RESOLUTION
PASSED BY THE SENATE
MAY 1, 1906.

ALBANY:
J. B. LIPPINCOTT & COMPANY, PRINTERS,
1907.

ALBANY:
J. B. LIPPINCOTT & COMPANY, PRINTERS,
1907.

The Hamilton Performing Arts Foundation Inc.

Notes to the Financial Statements

December 31, 2002

1. Nature of operations:

The Hamilton Performing Arts Foundation Inc. was incorporated with the objective of making gifts to other Canadian charitable organizations and Canadian municipalities, and to provide, promote, present, develop, assist, maintain, operate, and manage the performing arts, educational and cultural activities, and their respective facilities.

2. Significant accounting policies:

The Foundation follows Canadian generally accepted accounting principles in preparing its financial statements. The significant accounting policies used are as follows:

- (a) Revenue and expenses of the Foundation are recorded on the accrual basis.
- (b) Purchases of equipment, if any, are recorded as a charge against revenue in the year of acquisition.

3. Advance to a related corporation:

In 1991, the Foundation advanced monies to The Hamilton Entertainment and Convention Facilities Inc., a corporation related by common directorship, which in turn invested the funds with the Corporation of the City of Hamilton. All interest earned on these funds accrues to the Foundation. The continuity of this advance is as follows:

	<u>2002</u>	<u>2001</u>
Balance, beginning of year	\$ 12,550	\$ 12,135
Interest earned during the year	<u>475</u>	<u>415</u>
Balance, end of year	<u>\$ 13,025</u>	<u>\$ 12,550</u>

4. Statement of cash flow:

A separate statement of cash flows is not presented since cash flows from operating, investing and financing activities are readily apparent from the other financial statements.

5. Annual disbursement quota:

The Income Tax Act requires foundations to disburse minimum amounts each year on charitable activities. While no such disbursements were made in 2002 and 2001, the Foundation made qualified expenditures in 1996 and 1997 which were available to offset these disbursement quotas.

DRAFT

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

CHICAGO, ILLINOIS

TO THE HONORABLE THE PRESIDENT OF THE UNIVERSITY OF CHICAGO
FROM THE DEPARTMENT OF CHEMISTRY
SUBJECT: A REPORT ON THE PROGRESS OF THE RESEARCHES
CONDUCTED IN THE DEPARTMENT OF CHEMISTRY DURING THE YEAR 1900

REPORT OF THE DEPARTMENT OF CHEMISTRY

FOR THE YEAR 1900

PRESENTED TO THE BOARD OF THE UNIVERSITY OF CHICAGO

AT THE ANNUAL MEETING OF THE BOARD, HELD AT CHICAGO, ILLINOIS, ON JANUARY 10, 1901

BY THE DEPARTMENT OF CHEMISTRY

CHICAGO, ILLINOIS, JANUARY 10, 1901

THE PRESIDENT

THE BOARD OF THE UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

THE DEPARTMENT OF CHEMISTRY

CHICAGO, ILLINOIS

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CHICAGO, ILLINOIS

FINANCE AND ADMINISTRATION COMMITTEE
FOURTH REPORT OF 2003

The Finance and Administration Committee presents its **FOURTH** Report of 2003 from its meeting held June 19, 2003 and respectfully requests approval of the following recommendations:

1. IATSE B-173 Collective Agreement

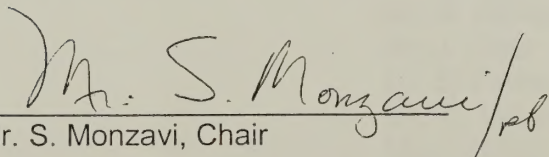
THAT THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. AND THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES, MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF THE UNITED STATES AND CANADA, LOCAL B-173, FOR THE THREE YEAR TERM OF JANUARY 1, 2003 TO DECEMBER 31, 2005 BE APPROVED, PENDING RATIFICATION BY THE UNION AT ITS MEETING SCHEDULED FOR JUNE 23, 2003; and

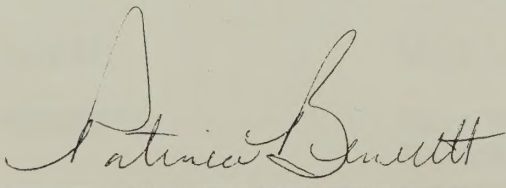
THAT THE NEGOTIATED WAGE ADJUSTMENTS FOR THE PREVIOUS CONTRACT TERM OF JANUARY 1, 2001 TO DECEMBER 31, 2002 ALSO BE APPROVED, PENDING RATIFICATION BY THE UNION.

2. Code of Conduct

THAT THE CODE OF CONDUCT FOR BOARD MEMBERS, AS IT PERTAINS TO MEDIA RELATIONS, BE REFERRED TO THE FULL BOARD FOR FURTHER DISCUSSION AND CLARIFICATION.

Respectfully submitted,


Mr. S. Monzavi, Chair


Patricia Bennett, Secretary

C

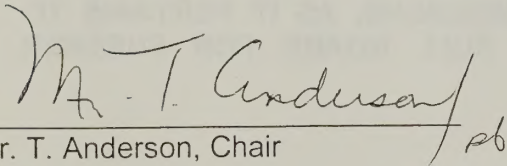
OPERATIONS COMMITTEE SECOND REPORT OF 2003

The Operations Committee presents its **SECOND** Report of 2003 from its meeting held June 19, 2003 and respectfully requests approval of the following recommendations:

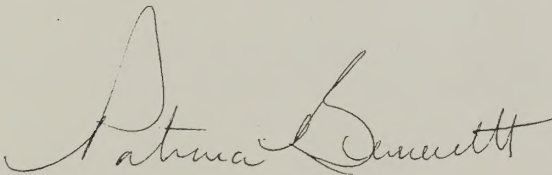
1. Transfer of CUP Operations and Maintenance Responsibilities to HECFI

THAT THE PROPOSAL SUBMITTED BY THE FLEET AND FACILITIES DIVISION OF THE PUBLIC WORKS DEPARTMENT RESPECTING THE TRANSFER OF RESPONSIBILITY FOR THE CUP OPERATIONS AND MAINTENANCE COMPONENT SPECIFIC TO THE HECFI FACILITIES BE RECEIVED AND SUBSEQUENTLY CONSIDERED FOLLOWING THE COMPLETION OF THE OPERATIONAL REVIEW OF HECFI.

Respectfully submitted,

Handwritten signature of Mr. T. Anderson in cursive script, with a horizontal line underneath and the initials 'pb' to the right.

Mr. T. Anderson, Chair

Handwritten signature of Patricia Bennett in cursive script, with a horizontal line underneath.

Patricia Bennett, Secretary

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, May 29, 2003
12:00 Noon
Hamilton Place Board Room

MINUTES

PRESENT:

Mr. F. Deys, Chair
Councillor C. Collins, First Vice Chair
Mr. T. Anderson
Mr. R. Baboth
Mr. P. DeCaria
Mr. D. Gillespie
Mr. S. Monzavi
Ms. B. Shackleton
Mr. I. Thompson

ALSO PRESENT:

Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. S. Farrauto
Ms. D. Vivian
Mrs. J. Mills

GUEST:

Mr. D. Logan, Director, Labour Relations

REGRETS:

Mayor R. Wade
Councillor A. Horwath
Councillor R. Powers
Mr. C. McIntyre

1. Opening Remarks

Chair, Fred Deys, called the meeting to order at 12:10 p.m., acknowledging that Mayor Wade and Councillors Horwath and Powers are attending the FCM convention. Mr. Deys thanked Board Members for their support during the joint meeting with City Council, stating that he believed it had been a positive exercise.

A. Marketing & Sales Committee First Report of 2003

MOVED by Mr. Baboth, seconded by Mr. Gillespie that

THE MARKETING & SALES COMMITTEE FIRST REPORT OF 2003 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT IN ACCORDANCE WITH BOARD POLICY THAT MANDATES PRE-APPROVAL OF TALENT FEES IN EXCESS OF \$250,000 U.S., STAFF BE DIRECTED TO NEGOTIATE THE TERMS OF A CONTRACT WITH THE PROMOTERS OF THE CONCERT SCHEDULED TO PERFORM NOVEMBER 22, 2003 AT COPPS COLISEUM.

MOTION CARRIED.

B. Finance & Administration Third Report of 2003

The Third Report of 2003 from the Finance & Administration Committee was received.

MOVED by Mr. Monzavi, seconded by Mr. Baboth that

H.E.C.F.I. ENDORSE THE CITY'S FRAUD POLICY AND PROTOCOL; and
THAT IT BE INCLUDED IN H.E.C.F.I.'S POLICY AND PROCEDURE MANUAL.

MOTION CARRIED.

MOVED by Ms. Shackleton, seconded by Mr. Monzavi that

POLICIES 00090 – LIABILITY INSURANCE : DIRECTORS OF H.E.C.F.I. and 00089 – INSURANCE CLAIMS BE ADOPTED AND INCLUDED IN H.E.C.F.I.'S POLICY AND PROCEDURE MANUAL.

MOTION CARRIED.

MOVED by Mr. Gillespie, seconded by Mr. Monzavi that

POLICY 00004 – CODE OF CONDUCT FOR BOARD MEMBERS BE ADOPTED AND INCLUDED IN H.E.C.F.I.'S POLICY AND PROCEDURE MANUAL.

MOTION CARRIED.

MOVED by Mr. Baboth, seconded by Mr. DeCaria that

THE NON-UNION SALARY GRID BE ADJUSTED BY 3% AND THAT THE INCREASE BE RETROACTIVE TO APRIL 1, 2003 FOR ALL NON-UNION SALARIED EMPLOYEES AS APPROVED BY CITY COUNCIL AT ITS MEETING ON APRIL 23, 2003.

MOTION CARRIED.

C. Community Dinner : 50th Anniversary Negev Dinner Tribute : June 15, 2003, Hamilton Convention Centre

MOVED by Mr. Anderson, seconded by Mr. Baboth that

THE BOARD OF DIRECTORS PURCHASE TICKETS, TO A MAXIMUM OF TEN, ON BEHALF OF THE BOARD TO THE FIFTIETH ANNIVERSARY NEGEV DINNER TRIBUTE, TO BE HELD SUNDAY, JUNE 15, 2003 AT THE HAMILTON CONVENTION CENTRE AT A COST NOT TO EXCEED \$600.

MOTION CARRIED.

2. Correspondence

Nil

3. Minutes of Regular Meeting Held April 24, 2003

MOVED by Mr. Baboth, seconded by Ms. Shackleton that

THE MINUTES OF THE REGULAR MEETING HELD APRIL 24, 2003 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Discussion : City of Hamilton Human Resources : H.E.C.F.I.

At the April 17th meeting of the Finance & Administration Committee, a brief discussion took place regarding the reporting relationship between H.E.C.F.I. and the City of Hamilton and it was agreed that the issue would be deferred to the May 29th full Board meeting.

While it was recognized that the relationship between the two entities will likely become part of the scope of the impending operational review, Mr. Dave Logan, Director of Labour Relations for the City, was requested to provide a report to the Board. The report should include:

- an explanation of the City's process for handling employee medical and other personal information, as it relates to H.E.C.F.I.;

- whether the Human Resources Department's management of H.E.C.F.I.'s information (records) differs from the management of information (records) of other City departments;
- whether H.E.C.F.I. is liable for decisions made about H.E.C.F.I. employees by the City's Human Resources Department, and whether the City will provide indemnity to H.E.C.F.I. respecting those decisions;
- an overview of the external legislation(s) governing the management of personal information.

5. Reports

5.1 Financial Summary for the Year Ended December 31, 2002

The Financial Summary for the Year Ended December 31, 2002 was received. Mr. DiFilippo advised that the auditors have forwarded draft year-end statements for H.E.C.F.I. and the Foundation. The draft statements reflect no change to those presented today. The draft audited statements will be presented to the Audit Committee June 19th. Year-end results reflect an under-expended municipal contribution in the amount of \$105,500.

5.2 Financial Summary for the First Quarter Ended March 31, 2003

The Financial Summary for the First Quarter Ended March 31, 2003 reflects an over-expended municipal contribution of \$487,261. The unfavourable results arose primarily due to low concert activity, losses on some promotions and higher than budgeted spending levels.

During discussion of the deficit, and of the critical statements recently made in the local newspaper, it was pointed out that H.E.C.F.I. has, at year-end, had a surplus for the last seventeen years. The organization has constantly managed its budget efficiently, in fact, has reduced budgets as requested by the City; downsized staffing levels; and strived to reduce its municipal contribution. The Director of Business Services advised that the allocation for budget stabilization in the amount of \$330,865, plus an estimated \$10,000 interest allocation, would be utilized at year-end to offset the deficit. Any required additional funds would be taken from capital reserves.

Food and Beverage revenue results are currently being investigated by staff. It was agreed that a pro-active approach to increasing revenues must be taken. Further discussion will take place at the next Marketing & Sales Committee meeting.

6. Private and Confidential

MOVED by Mr. Baboth, seconded by Mr. Gillespie that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 1:05 P.M.

MOTION CARRIED.

All staff with the exception of the Acting Managing Director/CEO and the Coordinator of Employee Services was requested to leave the meeting.

Moved by Councillor Collins, seconded by Mr. DeCaria that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:40 P.M.

MOTION CARRIED.

7. New Business

7.1 SARS Relief

The province has come to the aid of the City of Toronto in overcoming the loss of business as a result of SARS. H.E.C.F.I., as part of the City of Hamilton's bid, has applied to the province for similar funding. Brad Clark's office has been contacted – Brad Calder and John Elder to follow-up. The possibility of a live feed into Copps Coliseum from the benefit concert being held in Toronto will be explored.

H.E.C.F.I.'s losses as a result of SARS to be further discussed at the Marketing & Sales Committee meeting.

8. Other Business

Nil

9. Date of Next Meeting

Thursday, June 26, 2003

10. Adjournment

The meeting adjourned at 1:45 p.m.

TAKEN AS READ AND APPROVED

Mr. F. Deys, Chair

Patricia Bennett, Secretary

Financial Summary For The Four Month Period Ended April 30, 2003

Actual Results For The Period Ended April 30, 2002		(1) Budget	(2) Actual	(3) Favourable (Unfavourable) Budget Variance
\$3,709,869	Revenue	\$3,120,864	\$2,853,228	\$ (267,636)
<u>4,027,118</u>	Expenses	<u>3,555,932</u>	<u>3,875,614</u>	<u>(319,682)</u>
	Excess of Expenses			
<u>\$ 317,249</u>	Over Revenue From Operations	<u>\$ 435,068</u>	<u>\$ 1,022,386</u>	<u>\$587,318</u>

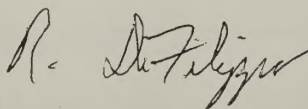
Comments:

HECFI's municipal contribution was over-expended by \$587,318 (see row 3, column 3 above) for the four month period ended April 30, 2003. This represents a \$100,057 increase to the over-expended municipal contribution for the month of April. These financial results do not include a provision for the severance of the CEO as negotiations are ongoing. The ultimate cost of the severance will need to be recorded in this fiscal year and will be material to these financial statements.

The unfavourable results for the month of April arose primarily due to lower than budgeted revenues, mainly resulting from fewer events being booked combined with lower than expected attendance on two shows.

The unfavourable results for the four month period are primarily due to the same factors as are applicable for the month of April (fewer bookings and less than anticipated attendance on some shows).

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Mr. Rick DiFilippo, CA
Director of Business Services

04 June 2003

HAMILTON
CONVENTION
CENTRE

Copps
Coliseum

HAMILTON
PLACE
THEATRE

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Actual Operating Results For The Four Months Period Ended April 2003	Budgeted Operating Results For The Four Months Period Ended April 2003	Actual Operating Results For The Four Months Period Ended April 2002	Favourable/ (Unfavourable) Budget Variance Amount	%	Actual Operating Results For The Four Months Period Ended April 2002
	(1)	(2)	(3)	(4)	(5)	(6)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,686,810	\$741,790	\$496,772	(\$245,018)	-33.0%	\$765,990
OTHER RENTALS	257,050	97,887	68,242	(29,645)	-30.3%	157,848
FOOD, BEVERAGE AND CONCESSIONS	2,812,670	872,928	1,011,025	138,097	15.8%	1,170,730
RECOVERIES	2,389,500	1,084,564	1,050,434	(34,130)	-3.1%	1,270,098
BOX OFFICE	480,690	217,420	174,003	(43,417)	-20.0%	256,681
OTHER	431,240	106,275	52,752	(53,523)	-50.4%	88,522
TOTAL REVENUE	\$8,057,960	\$3,120,864	\$2,853,228	(\$267,636) *	-8.6%	\$3,709,869
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$309,860	\$101,844	\$97,088	\$4,756	4.7%	\$99,671
FOOD AND BEVERAGE	2,513,665	738,799	905,544	(166,745)	-22.6%	890,210
EVENTS DELIVERY	2,118,515	861,124	957,541	(96,417)	-11.2%	1,161,941
BUILDING OPERATIONS	2,307,790	810,234	884,678	(74,444)	-9.2%	790,356
MARKETING AND PROMOTION	1,631,720	571,906	572,670	(764)	-0.1%	578,079
ADMINISTRATION-CEO/BOARD	553,830	183,555	178,160	5,395	2.9%	166,716
PROFESSIONAL FEES	27,000	6,332	1,499	4,833	76.3%	-
BUSINESS SERVICES	462,760	150,946	146,749	4,197	2.8%	135,658
BOX OFFICE	336,190	131,192	131,685	(493)	-0.4%	139,225
INSURANCE	137,020	-	-	-	-	65,262
TOTAL EXPENSES	\$10,398,350	\$3,555,932	\$3,875,614	(\$319,682)	-9.0%	\$4,027,118
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,340,390	\$435,068	\$1,022,386	(\$587,318)	-135.0%	\$317,249
CONTRIBUTION FROM THE CITY	2,340,390	435,068	435,068	-	0.0%	322,895
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	(\$587,318)	(\$587,318)	0.0%	\$5,646

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 2003

	Favourable/ (Unfavourable) Budget Variance Amount
--	--

REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:

RENTAL, LICENCE FEES AND SHOW REVENUE	(\$245,018)
OTHER RENTALS	(29,645)
SODEXHO COMMISSIONS	(56,563)
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	(11,322)
OTHER	(53,523)
	(\$396,071)

REVENUES CLOSELY ASSOCIATED WITH EXPENSES:

FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$194,660
RECOVERIES	(34,130)
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	(32,095)
	\$128,435
	(\$267,636)

TOTAL

**STATUS REPORT ON HECFI REVENUE
FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 2003**

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2003 Actual	464,967	1,159,266	134,689	536,511	203,810	983,448	203,810	983,448	73,192	174,003	876,658	2,853,228	876,658	2,853,228
2003 Budget	367,270	1,033,991	89,655	535,891	350,259	1,332,894	350,259	1,332,894	55,077	218,088	862,260	3,120,864	862,260	3,120,864
Favorable/ (Unfavorable) Variance	97,697	125,275	45,034	620	(146,449)	(349,446)	(146,449)	(349,446)	18,115	(44,085)	14,398	(267,636)	14,398	(267,636)

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2003 Actual	464,967	1,159,266	134,689	536,511	203,810	983,448	203,810	983,448	73,192	174,003	876,658	2,853,228	876,658	2,853,228
2002 Actual	391,507	1,102,204	229,256	628,171	410,006	1,722,813	410,006	1,722,813	29,063	256,681	1,059,832	3,709,869	1,059,832	3,709,869
Favorable/ (Unfavorable) Variance	73,460	57,062	(94,567)	(91,660)	(206,196)	(739,365)	(206,196)	(739,365)	44,129	(82,678)	(183,174)	(856,641)	(183,174)	(856,641)

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

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2003

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS



Monday, December 15, 2003
12:00 Noon
Hamilton Convention Centre
Room 314

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. Community Dinner : 53rd Annual B'Nai Brith Sports Celebrity Dinner
February 2, 2004, Hamilton Convention Centre

Attachment A

INFORMATION ITEMS

2. Correspondence

Attachment 2

3. Minutes of Regular Meeting Held October 30, 2003

Attachment 3

3.1 Errors or Omissions

3.2 Motion for Approval

4. Business Arising from the Minutes

5. Reports

5.1 Financial Summary for the Nine Month Period
Ended September 30, 2003

Attachment 5.1

5.2 Financial Summary for the Ten Month Period
Ended October 31, 2003

Attachment 5.2

5.3 Revenue and Statistical Analysis for the Eleven
Month Period Ended November 30, 2003 : Copps Coliseum

Attachment 5.3

5.4 Revenue and Statistical Analysis for the Eleven
Month Period Ended November 30, 2003 : Hamilton Place

Attachment 5.4

5.5 Sales Reports

Attachment 5.5

5.6 Confirmed Events/Performances December-March

Attachment 5.6

6. Private and Confidential

7. New Business

8. Other Business

9. Date of Next Meeting: Thursday, January 29, 2004

10. Adjournment

OUTSTANDING BUSINESS

- (i) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
 - (ii) City Manager to Attend Future Board Meeting
 - (iii) Police Chief (or Designate) to Attend Future Board to Discuss Club "Colors" at Events
 - (iv) Governance Seminar : March 2004
-

DEC 15, 2003

MEMORANDUM FOR THE BOARD OF DIRECTORS



MEMORANDUM FOR THE BOARD OF DIRECTORS
DATE: 12/15/2003
SUBJECT: [Illegible]

MEMORANDUM FOR THE BOARD OF DIRECTORS

MEMORANDUM FOR THE BOARD OF DIRECTORS

MEMORANDUM FOR THE BOARD OF DIRECTORS

MEMORANDUM FOR THE BOARD OF DIRECTORS
DATE: 12/15/2003
SUBJECT: [Illegible]

MEMORANDUM FOR THE BOARD OF DIRECTORS

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DATE: 12/15/2003
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DATE: 12/15/2003
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DATE: 12/15/2003
SUBJECT: [Illegible]

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DATE: 12/15/2003
SUBJECT: [Illegible]

MEMORANDUM FOR THE BOARD OF DIRECTORS
DATE: 12/15/2003
SUBJECT: [Illegible]

MEMORANDUM FOR THE BOARD OF DIRECTORS

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MEMORANDUM FOR THE BOARD OF DIRECTORS

MEMORANDUM FOR THE BOARD OF DIRECTORS
DATE: 12/15/2003
SUBJECT: [Illegible]

MEMORANDUM FOR THE BOARD OF DIRECTORS

MEMORANDUM FOR THE BOARD OF DIRECTORS
DATE: 12/15/2003
SUBJECT: [Illegible]

MEMORANDUM FOR THE BOARD OF DIRECTORS
DATE: 12/15/2003
SUBJECT: [Illegible]

MEMORANDUM FOR THE BOARD OF DIRECTORS
DATE: 12/15/2003
SUBJECT: [Illegible]

A

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Brad Calder
Acting Managing Director/CEO

DATE: 2003 December 9

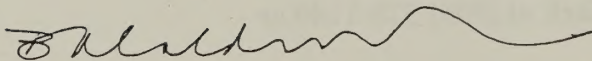
SUBJECT: **COMMUNITY DINNER :**
B'Nai Brith 53rd Annual Sports Celebrity Dinner
Monday, February 2, 2004
Hamilton Convention Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$1,250 TO THE 53rd ANNUAL B'NAI BRITH SPORTS CELEBRITY DINNER TO BE HELD FEBRUARY 2, 2004 AT THE HAMILTON CONVENTION CENTRE.

BACKGROUND:

- The B'Nai Brith traditionally hosts its annual Sports Celebrity Dinner at the Hamilton Convention Centre.
- The function is a prestigious community event and one that HECFI has supported in the past.
- Funds are available in the Board's allocation for meetings and receptions.



Brad Calder
Acting Managing Director/CEO



December 2, 2003

Jean Bulluss
Client Services Executive
Hamilton Entertainment and
Convention Facility Inc.
1 Summers Lane
Hamilton ON
L8P 4Y2

Dear Jean

On behalf of the Older Adult Centres Association of Ontario, I would like to thank everyone at the Convention Centre for your contribution to our recent conference. From Karen Dowhan, to Yourself, the floor managers, the banquet staff, housekeeping and everyone else involved, we received nothing less than first class treatment. Your contribution were a big factor in what our delegates tell us was the best conference in our 35 year history.

Personally, I have been involved in the planning of several events at the Convention Centre over the year, and the experience just seems to get better and better. It is special in today's business world that you get to associate with the same players over many years. That is a tribute to the staff of the organization and their professionalism to the job.

If I have an opportunity to be involved in future events, I will be sure to direct them to your facility.

Thank you again for your contribution to our successful event.

Sincerely,

Randy Miller
Operation Chair
2003 OACAO Conference

cc: Karen Dowhan, Hospitality Sales Executive
Fred Deys, HECFI Chair

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, October 30, 2003
12:00 Noon
Hamilton Convention Centre
Room 314

MINUTES

PRESENT:

Mr. F. Deys, Chair
Mayor R. Wade
Councillor R. Powers
Mr. T. Anderson
Mr. S. Monzavi
Mr. R. Baboth
Mr. P. DeCaria
Mr. D. Gillespie
Ms. B. Shackleton
Mr. I. Thompson

ALSO PRESENT:

Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

REGRETS:

Councillor A. Horwath
Councillor C. Collins

1. Opening Remarks

Chair Fred Deys called the meeting to order at 12:10 p.m. Mr. Deys noted that it was Mayor's Wade's last meeting (as it was unlikely that there would be a Board meeting in November due to the election). On behalf of all Board Members, Mr. Deys thanked Mayor Wade for his contribution and commended him for his professionalism, his fairness and his calm approach to all issues. Mr. Deys extended best wishes for the future.

Mr. Deys expressed his concerns regarding HECFI's exposure in the Brabant Newspapers. Articles have been published regularly, some containing misinformation, the most recent of which made reference to a business associate of HECFI's and of possible criminal involvement. Mr. Deys was emphatic in renouncing the individual or individuals who have consistently provided information to the reporter. The Chair also expressed his intent to publicly refute recent published misinformation including any suggestion of impropriety in respect of HECFI and its client. Mr. Deys and Brad Calder have met with legal counsel who has advised that the Board's exposure in terms of liability is minimal.

A. Operations Committee Fourth Report of 2003

The Operations Committee Fourth Report from its meeting held October 23, 2003 was received and the following recommendations approved:

A.1 2004 to 2013 Capital Budget Program

MOVED by Mr. Anderson, seconded by Mayor Wade that

THE APPENDED LIST OF CAPITAL PROJECTS BE CONSIDERED FOR INCLUSION WITHIN THE TEN (10) YEAR 2004 TO 2013 CAPITAL BUDGET PROGRAM.

MOTION CARRIED.

A.2 2004 HECFI Operating Budget

MOVED by Mr. Baboth, seconded by Mr. Gillespie that

THE 2004 OPERATING BUDGET WHICH PROVIDES FOR A MUNICIPAL CONTRIBUTION OF \$2,435,390.00 REPRESENTING A 4.1% INCREASE, BE APPROVED AS AMENDED.

MOTION CARRIED.

A.3 HCC : Provision of Audio/Visual Services

MOVED by Mr. DeCaria, seconded by Mr. Anderson that

AVW - TELAV INC. BE APPROVED AS THE OFFICIAL SUPPLIER OF AUDIO/VISUAL SERVICES AT THE CONVENTION CENTRE EFFECTIVE FROM 2003 NOVEMBER 1, FOR ONE THREE YEAR TERM, PLUS TWO ONE-YEAR OPTIONS.

MOTION CARRIED.

B. Marketing & Sales Committee Second Report of 2003

The Marketing & Sales Committee Second Report from its meeting held October 23, 2003 was received and the following recommendation approved:

MOVED by Ms. Shackleton, seconded by Mr. Baboth that

THE 2004 MARKETING PLAN BE APPROVED.

MOTION CARRIED.

C. Finance & Administration Committee Sixth Report of 2003

The Finance & Administration Committee Sixth Report from its meeting held October 23, 2003 was received and the following recommendations approved:

C.1 Financing for the Ten (10) Year (2004-2013) Capital Budget Programme

MOVED by Mr. Monzavi, seconded by Mr. DeCaria that

THE TEN(10) YEAR (2004-2013) CAPITAL BUDGET PROGRAMME BE FINANCED AS FOLLOWS:

THAT THE "VARIOUS REPLACEMENTS AND RENOVATIONS" PROJECTS FOR HAMILTON PLACE BE FINANCED FROM THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE RESERVE FUND; and

THAT THE CAPITAL PROJECTS FOR THE HAMILTON CONVENTION CENTRE AND COPPS COLISEUM BE FINANCED FROM THE HECFI RESERVE FOR CAPITAL PROJECTS TO THE EXTENT FUNDS ARE AVAILABLE; and

THAT THE CITY OF HAMILTON BE ASKED TO FINANCE THE REMAINING PROJECTS.

MOTION CARRIED.

Discussion concluded with the consensus that management will present HECFI's Operating Budget to City Council, separately from its recommendations for capital projects.

C.2 2004 Operating Budget

MOVED by Mr. Monzavi, seconded by Mr. DeCaria that

THE 2004 OPERATING BUDGET WHICH PROVIDES FOR A MUNICIPAL CONTRIBUTION OF \$2,435,390.00, REPRESENTING A 4.1% INCREASE, BE APPROVED AS AMENDED.

MOTION CARRIED.

D. Community Dinner : Hamilton Gallery of Distinction

MOVED by Mayor Wade, seconded by Ms. Shackleton that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$650. TO THE 2003 HAMILTON GALLERY OF DISTINCTION AWARDS DINNER TO BE HELD NOVEMBER 12, 2003 AT THE HAMILTON CONVENTION CENTRE.

MOTION CARRIED.

2. Correspondence

Nil

3. Minutes of Regular Meeting Held September 25, 2003

MOVED by Councillor Powers, seconded by Mr. Anderson that

THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 25, 2003 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

Nil

5. Private and Confidential

MOVED by Mr. Anderson, seconded by Mr. Gillespie that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:35 P.M.

MOTION CARRIED.

MOVED by Mayor Wade, seconded by Mr. Baboth that

THE IN-CAMERA SESSION BE ADJOURNED AT 12:50 P.M.

MOTION CARRIED.

6. New Business

6.1 CIC Convention, February 4 – 6, 2004 Hollywood CA

MOVED by Councillor Powers, seconded by Mr. DeCaria that

THE BOARD CHAIR OR HIS DESIGNATE AND UP TO TWO STAFF MEMBERS ATTEND THE CIC CONVENTION IN HOLLYWOOD CALIFORNIA, FEBRUARY 4 – 6, 2004.

MOTION CARRIED.

6.2 Mr. J. Elder : Retirement

Mr. Deys announced that John Elder will take advantage of an early retirement option, retiring effective December 19, 2003. John has had a thirty+ year career beginning at Hamilton Place working in many aspects associated with the theatre, arena and programming of all three facilities. John's many skills will be missed.

7. Other Business

7.1 Shania Twain Concert

Ms. Shackleton shared with Board Members an audio tape of her young niece thanking her for the opportunity to attend the Shania concert.

8. Date of Next Meeting

It was agreed that there will not be Committee or Board meetings in November. The Inaugural Meeting of the new Council will take place December 3, after which a new Mayor and Councillors will be appointed to the Board. If required, a meeting of the Board will take place in mid December.

9. Adjournment

The meeting adjourned at 1 p.m.

TAKEN AS READ AND APPROVED

Mr. F. Deys, Chair

Patricia Bennett, Secretary

Financial Summary
For The Nine Month Period Ended September 30, 2003

Actual Results For The Nine Month Period Ended September 30, 2002		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$6,656,150	Revenue	\$5,436,679	\$5,546,408	\$ 109,729
<u>8,127,600</u>	Expenses	<u>7,264,905</u>	<u>7,731,130</u>	<u>(466,225)</u>
\$1,471,450	Excess of Expenses Over Revenue From Operations	\$1,828,226	\$2,184,722	\$(356,496)
-	Actual Severance Costs Paid to Date	-	66,184	(66,184)
<u>\$1,834,050</u>	Excess of Expenses Over Revenue	<u>\$1,828,226</u>	<u>\$2,250,906</u>	<u>\$(422,680)</u>

Comments:

HECFI's municipal contribution from operations was over-expended by \$356,496 (see row 3, column 3 above) for the nine month period ended September 30, 2003. This represents a decrease of \$76,584 from the over-expended amount that was reported to you last month. The financial statements attached to this report include actual severance costs incurred to date relating to the former Managing Director/CEO. These expenses have been separately disclosed in the September statements and excluded from the results from operations in accordance with Section 3480.12 of the Canadian Institute of Chartered Accountants' Handbook. An additional provision for severance costs will be necessary by the year end but has not been included in these statements as negotiations are ongoing. The ultimate severance cost will be material to these financial statements.

The favourable results for the month arose primarily from the Shania Twain concert and rehearsals plus the reallocation and separate disclosure of the actual year to date severances costs as noted above.

The unfavourable results for the nine month period ended September 30, 2003 result mainly from lower than anticipated revenue being generated as a result of fewer events being booked combined with lower than anticipated at some shows.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

R. DiFilippo

Mr. Rick DiFilippo, CA
 Director of Business Services
 3 November, 2003

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	Annual 2003 Budget (1)	Budgeted Operating Results For The Nine Months Period Ended September 2003 (2)	Actual Operating Results For The Nine Months Period Ended September 2003 (3)	Favourable/ (Unfavourable) Budget Variance Amount (4)	% (5)	Actual Operating Results For The Nine Months Period Ended September 2002 (6)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,769,810	1,270,170	\$1,110,378	(159,792)	-12.6%	\$1,213,611
OTHER RENTALS	257,050	169,483	158,645	(10,838)	-6.4%	259,744
FOOD, BEVERAGE AND CONCESSIONS	2,812,670	1,737,835	1,779,614	41,779	2.4%	2,186,236
RECOVERIES	2,389,500	1,689,571	1,959,989	270,418	16.0%	2,265,539
BOX OFFICE	480,690	364,700	363,432	(1,268)	-0.3%	480,675
OTHER	348,240	204,922	174,350	(30,572)	-14.9%	250,345
TOTAL REVENUE	\$8,057,960	5,436,679	\$5,546,408	109,729 *	2.0%	\$6,656,150
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$309,860	\$230,105	\$222,074	\$8,031	3.5%	\$216,428
FOOD AND BEVERAGE	2,513,665	1,605,200	1,744,995	(139,795)	-8.7%	1,851,777
EVENTS DELIVERY	2,118,515	1,498,391	1,878,599	(380,208)	-25.4%	2,190,131
BUILDING OPERATIONS	2,307,790	1,655,770	1,727,082	(71,312)	-4.3%	1,691,483
MARKETING AND PROMOTION	1,631,720	1,148,099	1,128,614	19,486	1.7%	1,134,662
ADMINISTRATION-CE/BOARD	553,830	410,590	329,360	81,230	19.8%	376,632
PROFESSIONAL FEES	27,000	14,247	5,555	8,692	61.0%	4,900
BUSINESS SERVICES	462,760	341,878	336,614	5,264	1.5%	305,764
BOX OFFICE	336,190	257,860	255,472	2,388	0.9%	251,131
INSURANCE	137,020	102,765	102,765	-	0.0%	104,692
TOTAL EXPENSES	\$10,398,350	7,264,905	\$7,731,130	(\$466,225)	-6.4%	\$8,127,600
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,340,390	\$1,828,226	\$2,184,722	\$356,496	19.5%	\$1,471,450
CONTRIBUTION FROM THE CITY					0.0%	1,555,448
UNDER (OVER) EXPENDED	2,340,390	1,828,226	1,828,226	-		
MUNICIPAL CONTRIBUTION FROM OPERATIONS	\$0	\$0	(\$356,496)	(\$356,496)	0.0%	\$83,998
ACTUAL TERMINATION COSTS PAID TO DATE					0.0%	\$0
UNDER(OVER) EXPENDED MUNICIPAL CONTRIBUTION					0.0%	\$83,998

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
 ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
 FOR THE NINE MONTH PERIOD ENDED SEPTEMBER 30, 2003

	Favourable/ (Unfavourable) Budget Variance Amount
<u>REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:</u>	
RENTAL, LICENCE FEES AND SHOW REVENUE	(\$159,792)
OTHER RENTALS	(10,838)
SODEXHO COMMISSIONS	(56,004)
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	22,444
OTHER	(30,572)
	<u>(\$234,762)</u>
<u>REVENUES CLOSELY ASSOCIATED WITH EXPENSES:</u>	
FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$97,783
RECOVERIES	270,418
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	(23,712)
	<u>\$344,489</u>
TOTAL	<u>\$109,729</u>

STATUS REPORT ON HECFI REVENUE FOR THE NINE MONTH PERIOD ENDED SEPTEMBER 30, 2003

	<u>Hamilton Convention Centre</u>		<u>Hamilton Place</u>		<u>Copps Coliseum</u>		<u>Corporate *</u>		<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2003 Actual	243,392	2,152,807	81,927	1,129,156	347,936	1,891,788	56,641	372,657	729,896	5,546,408
2003 Budget	292,909	2,153,617	52,875	894,554	249,669	2,020,806	60,767	367,703	656,220	5,436,679
Favorable/ (Unfavorable) Variance	(49,517)	(810)	29,052	234,602	98,268	(129,018)	(4,126)	4,954	73,676	109,729

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>		<u>Hamilton Place</u>		<u>Copps Coliseum</u>		<u>Corporate *</u>		<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2003 Actual	243,392	2,152,807	81,927	1,129,156	347,936	1,891,788	56,641	372,657	729,896	5,546,408
2002 Actual	254,035	2,404,511	89,041	1,169,249	149,872	2,600,000	58,811	482,390	551,759	6,656,150
Favorable/ (Unfavorable) Variance	(10,643)	(251,704)	(7,114)	(40,093)	198,064	(708,212)	(2,170)	(109,733)	178,137	(1,109,742)

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

Financial Summary

For The Ten Month Period Ended October 31, 2003

5.2

Actual Results For The Ten Month Period Ended October 31, 2002		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$7,476,069	Revenue	\$6,465,613	\$6,759,456	\$ 293,843
<u>9,151,405</u>	Expenses	<u>8,352,564</u>	<u>8,940,696</u>	<u>(588,132)</u>
\$1,675,336	Excess of Expenses Over Revenue From Operations	\$1,886,951	\$2,181,240	\$(294,289)
-	Actual Severance Costs Paid to Date	-	76,881	(76,881)
<u>\$1,675,336</u>	Excess of Expenses Over Revenue	<u>\$1,886,951</u>	<u>\$2,258,121</u>	<u>\$(371,170)</u>

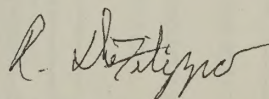
Comments:

HECFI's municipal contribution from operations was over-expended by \$294,289 (see row 3, column 3 above) for the ten month period ended October 31, 2003. This represents a decrease of \$62,207 from the over-expended amount that was reported to you last month. The financial statements attached to this report include actual severance costs incurred to date relating to the former Managing Director/CEO. These expenses have been separately disclosed in the October statements and excluded from the results from operations in accordance with Section 3480.12 of the Canadian Institute of Chartered Accountants' Handbook. An additional provision for severance costs will be necessary by the year end but has not been included in these statements as negotiations are ongoing. The ultimate severance cost will be material to these financial statements.

The favourable results for the month arose primarily from higher than anticipated revenues at The Ronald V. Joyce Centre for the Performing Arts at Hamilton Place (David Copperfield plus high activity levels) and at Copps Coliseum (three concerts).

The unfavourable results for the ten month period ended October 31, 2003 result mainly from lower than anticipated revenue being generated as a result of fewer events being booked (primarily a NBA and two NHL preseason games) combined with lower than anticipated attendance at some shows.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Rick DiFilippo, CA
Director of Business Services
19 November, 2003

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	Annual 2003 Budget (1)	Budgeted Operating Results For The Ten Months Period Ended October 2003 (2)	Actual Operating Results For The Ten Months Period Ended October 2003 (3)	Favourable/ (Unfavourable) Budget Variance Amount (4)	% (5)	Actual Operating Results For The Ten Month Period Ended October 2002 (6)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENL	\$1,769,810	1,512,570	\$1,270,933	(241,637)	-16.0%	\$1,361,336
OTHER RENTALS	257,050	190,642	201,446	10,804	5.7%	274,111
FOOD, BEVERAGE AND CONCESSIONS	2,812,670	2,184,678	2,237,266	52,588	2.4%	2,510,875
RECOVERIES	2,389,500	1,932,521	2,388,961	456,440	23.6%	2,574,494
BOX OFFICE	480,690	403,300	422,098	18,798	4.7%	497,844
OTHER	348,240	241,902	238,752	(3,150)	-1.3%	257,408
TOTAL REVENUE	\$8,057,960	6,465,613	\$6,759,456	293,843 *	4.5%	\$7,476,069
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$309,860	\$256,531	\$247,793	\$8,738	3.4%	\$243,791
FOOD AND BEVERAGE	2,513,665	2,006,024	2,057,279	(51,255)	-2.6%	2,089,963
EVENTS DELIVERY	2,118,515	1,707,420	2,276,664	(569,244)	-33.3%	2,517,989
BUILDING OPERATIONS	2,307,790	1,856,768	1,909,687	(52,919)	-2.9%	1,918,072
MARKETING AND PROMOTION	1,631,720	1,274,922	1,301,364	(26,442)	-2.1%	1,225,797
ADMINISTRATION-CEO/BOARD	553,830	457,169	361,095	96,074	21.0%	419,920
PROFESSIONAL FEES	27,000	15,830	6,060	9,770	61.7%	4,900
BUSINESS SERVICES	462,760	380,340	376,981	3,359	0.9%	341,398
BOX OFFICE	336,190	283,377	289,590	(6,213)	-2.2%	276,997
INSURANCE	137,020	114,183	114,183	-	0.0%	112,578
TOTAL EXPENSES	\$10,398,350	8,352,564	\$8,940,696	(588,132)	-7.0%	\$9,151,405
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,340,390	1,886,951	\$2,181,240	(294,289)	15.6%	\$1,675,336
CONTRIBUTION FROM THE CITY	2,340,390	1,886,951	1,886,951	-	0.0%	1,704,204
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION FROM OPERATIONS	\$0	\$0	(\$294,289)	(\$294,289)	0.0%	\$28,868
ACTUAL TERMINATION COSTS PAID TO DATE	-	-	(\$76,881)	(\$76,881)	0.0%	\$0
UNDER(OVER) EXPENDED MUNICIPAL CONTRIBUTION	-	-	(\$371,170)	(\$371,170)	0.0%	\$28,868

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2003

	Favourable/ (Unfavourable) Budget Variance Amount
<u>REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:</u>	
RENTAL, LICENCE FEES AND SHOW REVENUE	(\$241,637)
OTHER RENTALS	10,804
SODEXHO COMMISSIONS	(54,217)
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	32,086
OTHER	(3,150)
	<u>(\$256,114)</u>
<u>REVENUES CLOSELY ASSOCIATED WITH EXPENSES:</u>	
FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$106,805
RECOVERIES	456,440
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	(13,288)
	<u>\$549,957</u>
TOTAL	<u><u>\$293,843</u></u>

**STATUS REPORT ON HECFI REVENUE
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2003**

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date
2003 Actual	534,119	2,686,926		237,617	1,366,773		353,596	2,245,384		87,716	460,373		1,213,048	6,759,456
2003 Budget	554,902	2,708,519		168,065	1,062,619		267,199	2,288,004		38,767	406,470		1,028,932	6,465,612
Favorable/ (Unfavorable) Variance	(20,783)	(21,593)		69,552	304,154		86,398	(42,620)		48,949	53,903		184,116	293,844

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date
2003 Actual	534,119	2,686,926		237,617	1,366,773		353,596	2,245,384		87,716	460,373		1,213,048	6,759,456
2002 Actual	373,021	2,777,531		209,561	1,378,810		220,170	2,820,169		17,169	499,559		819,921	7,476,069
Favorable/ (Unfavorable) Variance	161,098	(90,605)		28,056	(12,037)		133,426	(574,785)		70,547	(39,186)		393,127	(716,613)

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

COPPS COLISEUM

REVENUE AND STATISTICAL ANALYSIS
REPORTS ON EVENTS FOR THE ELEVEN MONTH
PERIOD ENDED NOVEMBER 30, 2003

"FOR INFORMATION PURPOSES"

PREPARED BY
BUSINESS SERVICE
DEPARTMENT

DRAFT

CONFIDENTIAL

COPPS COLISEUM
2003 YEAR-TO-DATE
MONTHLY EVENT REVENUE REPORT

ALLOCATION OF TOTAL HECE EVENT REVENUE

MONTH	# OF EVENTS/ PERFORM	# OF EVENT DAYS	TOTAL PAID ATTEND	TOTAL ATTEND	GROSS TICKET SALES	BASIC BUILDING FEES	PROMOTIONS COPROMOTIONS	BOX OFFICE FEES	EVENT CHARGE RECOVERIES	FOOD & BEVERAGE CONCESSION COMMISSION	PRIVATE BOXES	SOUVENIR & NOVELTY CONCESSION	TICKETMASTER COMMISSION	TOTAL HECE EVENT REVENUE	TICKET SURCHARGE
JANUARY	18	15	37,846	51,117	\$512,250	\$46,981	\$19,868	\$10,578	\$175,924	\$16,566	\$0	\$1,009	\$4,030	\$219,109	\$3,184
FEBRUARY	12	12	36,929	55,277	\$551,638	\$19,678	\$28,875	\$11,346	\$154,045	\$29,462	\$0	\$6,866	\$5,430	\$254,207	\$11,251
MARCH	16	12	96,060	105,164	\$1,609,378	\$72,393	\$39,199	\$34,235	\$124,152	\$44,204	\$0	\$0	\$3,886	\$318,069	\$0
APRIL	8	8	31,988	39,048	\$1,040,847	\$82,602	(\$6,548)	\$22,715	\$92,768	\$18,120	\$0	\$5,346	\$19,811	\$234,814	\$13,257
MAY	13	12	45,307	69,677	\$1,051,292	\$41,761	(\$42,308)	\$16,074	\$93,246	\$33,099	\$0	\$3,579	\$8,409	\$166,762	\$7,777
JUNE	12	10	38,797	41,519	\$757,808	(\$29,291)	\$69,885	\$13,254	\$61,524	\$16,209	\$0	\$1,300	\$7,308	\$140,189	\$4,855
JULY	6	7	0	58,000	\$0	\$32,666	\$0	\$0	\$4,973	\$3,500	\$0	\$0	\$0	\$41,139	\$0
AUGUST	3	3	20,311	22,134	\$1,377,016	\$9,003	\$40,423	\$12,586	\$114,846	\$26,780	\$0	\$22,333	\$21,116	\$236,440	\$18,981
SEPTEMBER	4	20	20,671	26,545	\$1,839,748	\$65,974	(\$34,334)	\$10,650	\$160,673	\$22,874	\$0	\$20,582	\$18,121	\$379,664	\$18,969
OCTOBER	16	19	37,991	87,836	\$1,043,285	\$57,835	(\$63,624)	\$17,076	\$262,016	\$43,901	\$0	\$21,509	\$23,731	\$364,181	28,218
NOVEMBER	15	15	33,524	43,853	\$533,018	\$56,720	\$0	\$8,006	\$76,956	\$18,599	\$0	\$100	\$1,000	\$161,381	\$1,467
DECEMBER															
TOTALS	123	133	399,424	600,170	\$10,316,280	\$456,322	\$51,436	\$156,520	\$1,321,123	\$273,314	\$0	\$82,624	\$112,842	\$2,515,955	\$107,959

- NOTES:**
1. Number of Event Days includes Move-In/Move-Out/Rehearsal days.
 2. TOTAL EVENT REVENUE includes Building Fees, Box Office Fees, Event Charges, Food & Beverage Concessions, Private Boxes, Souvenir Sales and TicketMaster Commission
 3. BOX OFFICE FEES are exclusive of Credit Card Fees.
 4. Casual Ice revenues are not included in this report.

COPPS COLISEUM
NOVEMBER 30, 2003
MONTHLY EVENT REVENUE REPORT

ALLOCATION OF TOTAL HECF EVENT REVENUE

EVENT DATES	# OF EVENTS/PERFORM	# OF EVENT DAYS	NAME OF EVENT	TOTAL PAID ATTEND	TOTAL ATTEND	GROSS TICKET SALES	BASIC BUILDING FEES	PROMOTIONS, OFFICE COPROMOTIONS	BOX OFFICE FEES	EVENT CHARGE RECOVERIES	FOOD & BEVERAGE CONCESSION COMMISSION	PRIVATE BOXES	SOUVENIR & NOVELTY CONCESSION	TICKETMASTER COMMISSION	TOTAL HECF EVENT REVENUE	TICKET SURCHARGE
November 1	1	1	Bulldogs vs Cleveland	2,288	2,952	\$32,292	\$2,502	\$0	\$650	\$4,484	\$1,084	\$0	\$0	\$50	\$8,770	\$0
November 2	1	1	Bulldogs vs Cleveland	2,111	2,942	\$28,860	\$2,211	\$0	\$650	\$4,455	\$1,090	\$0	\$0	\$37	\$8,443	\$0
November 7	1	1	Bulldogs vs St. John's	4,327	5,016	\$64,245	\$3,632	\$0	\$656	\$5,508	\$1,217	\$0	\$0	\$337	\$11,350	\$0
November 9	1	1	Bulldogs vs Chicago	2,228	2,833	\$30,636	\$2,049	\$0	\$650	\$4,734	\$1,092	\$0	\$0	\$32	\$8,557	\$0
November 9 & 10	2	2	Nike Commercial Shoot	0	100	\$0	\$10,000	\$0	\$0	\$8,979	\$0	\$0	\$0	\$0	\$18,979	\$0
November 13	1	1	CommonWealth Bid	0	3,743	\$0	\$4,085	\$0	\$0	\$9,281	\$4,578	\$0	\$0	\$0	-\$17,944	\$0
November 14	1	1	Bulldogs vs Toronto	4,086	4,379	\$55,549	\$4,053	\$0	\$650	\$4,588	\$1,171	\$0	\$0	\$119	\$10,581	\$0
November 15	1	1	Bulldogs vs Rochester	2,763	3,381	\$38,609	\$2,788	\$0	\$650	\$4,530	\$1,104	\$0	\$0	\$81	\$9,153	\$0
November 16	1	1	The Oldies	2,875	2,875	\$105,225	\$5,000	\$0	\$1,500	\$10,724	\$2,138	\$0	\$100	\$95	\$19,557	\$1,467
November 21	1	1	Bulldogs vs Milwaukee	3,096	3,660	\$42,049	\$3,087	\$0	\$650	\$4,539	\$1,144	\$0	\$0	\$50	\$9,470	\$0
November 22	1	1	Bulldogs vs Milwaukee	2,487	3,018	\$34,141	\$2,586	\$0	\$650	\$4,456	\$1,098	\$0	\$0	\$52	\$8,842	\$0
November 23	1	1	United Way Hockey	0	200	\$0	\$8,000	\$0	\$0	\$957	\$567	\$0	\$0	\$0	\$9,524	\$0
November 28	1	1	Bulldogs vs Toronto	4,738	5,295	\$64,681	\$4,227	\$0	\$650	\$5,141	\$1,224	\$0	\$0	\$69	\$11,311	\$0
November 29	1	1	Bulldogs vs Rochester	2,525	3,459	\$36,731	\$2,500	\$0	\$650	\$4,580	\$1,092	\$0	\$0	\$78	\$8,900	\$0
TOTAL	15	15		33,524	43,853	\$533,018	\$56,720	\$0	\$8,006	\$76,956	\$18,599	\$0	\$100	\$1,000	\$161,381	\$1,467

- NOTES:
1. Number of Event Days includes Move-In/Move-Out/Rehearsal days.
 2. TOTAL EVENT REVENUE includes Building Fees, Box Office Fees, Event Charges, Food & Beverage Concessions, Private Boxes, Souvenir Sales and TicketMaster Commission.
 3. BOX OFFICE FEES are exclusive of Credit Card Fees.
 4. Casual Ice revenues are not included in this report.

COPPS COLISEUM
YEAR-TO-DATE ANALYSIS
BY TYPE OF EVENT
AS AT NOVEMBER 30, 2003

TYPE OF EVENT	2003			2002			2003			2002			2003			2002		
	TOTAL EVENTS/ PERFORM	% OF TOTAL	TOTAL EVENTS/ PERFORM	TOTAL EVENTS/ PERFORM	% OF TOTAL	TOTAL EVENT REVENUE	TOTAL EVENTS/ PERFORM	% OF TOTAL	TOTAL EVENT REVENUE	TOTAL EVENT REVENUE	% OF TOTAL	TOTAL ATTENDANCE	TOTAL EVENTS/ PERFORM	% OF TOTAL	TOTAL ATTENDANCE	TOTAL EVENT REVENUE	% OF TOTAL	TOTAL ATTENDANCE
AMATEUR SPORTS	1	0.8%	2	2	1.4%	\$22,209	2	0.9%	\$30,469	1.0%	1.0%	2,456	2,456	0.4%	5,134	\$30,469	0.8%	5,134
PROFESSIONAL SPORTS	52	42.3%	50	50	34.7%	\$526,357	50	20.9%	\$516,249	16.5%	16.5%	253,562	253,562	42.2%	234,337	\$516,249	36.3%	234,337
CONCERTS	13	10.6%	11	11	7.6%	\$902,557	11	35.9%	\$800,613	25.6%	25.6%	81,503	81,503	13.6%	93,853	\$800,613	14.5%	93,853
ATTRACTIONS (FAMILY SHOWS)	28	22.8%	28	28	19.4%	\$693,841	28	27.6%	\$1,015,733	32.4%	32.4%	124,109	124,109	20.7%	188,458	\$1,015,733	29.2%	188,458
CONVENTIONS	11	8.9%	10	10	6.9%	\$123,107	10	4.9%	\$99,011	3.2%	3.2%	98,416	98,416	16.4%	81,316	\$99,011	12.6%	81,316
TRADE/CONSUMER SHOWS	3	2.4%	3	3	2.1%	\$54,227	3	2.2%	\$51,837	1.7%	1.7%	5,353	5,353	0.9%	6,332	\$51,837	1.0%	6,332
OTHER	15	12.2%	40	40	27.8%	\$193,657	40	7.7%	\$619,298	19.8%	19.8%	34,771	34,771	5.8%	36,874	\$619,298	5.7%	36,874
TOTAL	123	100.0%	144	144	100.0%	\$2,515,955	144	100.0%	\$3,133,210	100.0%	100.0%	600,170	600,170	100.0%	646,304	\$2,515,955	100.0%	646,304

HAMILTON PLACE THEATRE GREAT HALL AND STUDIO THEATRE

REVENUE AND STATISTICAL ANALYSIS
REPORT ON EVENTS FOR THE ELEVEN MONTH
PERIOD ENDED NOVEMBER 30, 2003

"FOR INFORMATION PURPOSES"

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PREPARED BY
BUSINESS SERVICE
DEPARTMENT

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HAMILTON PLACE THEATRE GREAT HALL AND STUDIO THEATRE

REVENUE AND STATISTICAL ANALYSIS
REPORT ON EVENTS FOR THE ELEVEN MONTH
PERIOD ENDED NOVEMBER 30, 2003

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Page 6.	Year-To-Date Analysis By Type Of Event - Studio Theatre

HAMILTON PLACE THEATRE
GREAT HALL
2003 YEAR-TO-DATE
EVENT REVENUE REPORT

ALLOCATION OF TOTAL HECFI EVENT REVENUE

MONTH	# OF EVENTS/ PERFORM	# OF EVENT DAYS	TOTAL PAID ATTEND	TOTAL ATTEND	GROSS TICKET SALES	LICENCE FEES		BOX OFFICE FEES	EVENT CHARGE RECOVERIES	COAT CHECK	FOOD & BEVERAGE CONCESSION	SOUVENIR & NOVELTY CONCESSION	TICKETMASTER COMMISSION	TOTAL EVENT REVENUE	TICKET SURCHARGE
						BASIC BUILDING FEE	PROMOTIONS/ CO- PROMOTIONS								
JANUARY	3	3	5,058	5,528	\$284,287	\$9,400	\$8,580	\$3,250	\$45,684	\$1,170	\$6,852	\$2,062	\$3,719	\$80,717	\$7,084
FEBRUARY	7	26	10,256	12,296	\$434,316	\$31,750	\$15,146	\$4,000	\$135,379	\$2,600	\$22,082	\$2,979	\$3,563	\$217,499	\$14,189
MARCH	4	4	3,345	4,421	\$76,408	\$3,380	(\$27,031)	\$1,750	\$28,915	\$390	\$2,946	\$270	\$960	\$11,580	\$2,901
APRIL	18	24	13,323	20,142	\$383,588	\$40,550	(\$36,556)	\$6,250	\$150,281	\$1,480	\$23,180	\$1,045	\$2,605	\$188,835	\$11,502
MAY	14	14	7,867	13,862	\$374,492	\$32,694	\$5,654	\$5,000	\$76,740	\$173	\$11,463	\$1,734	\$4,448	\$137,906	\$9,527
JUNE	25	20	21,053	28,977	\$894,145	\$76,694	\$0	\$15,750	\$198,499	\$218	\$22,107	\$2,103	\$12,325	\$327,696	\$14,002
JULY	1	1	259	259	\$5,180	\$1,900	\$0	\$0	\$2,441	\$0	\$166	\$0	\$0	\$4,507	\$364
AUGUST	4	5	1,358	3,185	\$44,024	\$6,650	\$0	\$0	\$11,462	\$0	\$1,859	\$0	\$0	\$19,971	\$1,904
SEPTEMBER	4	5	2,881	3,429	\$87,103	\$8,500	\$0	\$1,750	\$27,167	\$7	\$3,439	\$0	\$818	\$41,681	\$2,166
OCTOBER	16	25	16,620	20,852	\$84,934	\$42,855	\$1,361	\$10,000	\$172,568	\$570	\$19,117	\$2,252	\$5,092	\$253,815	\$14,887
NOVEMBER	18	18	15,552	19,557	\$482,592	\$29,770	(\$6,576)	\$10,500	\$81,540	\$1,716	\$17,054	\$3,347	\$5,684	\$143,035	\$14,510
DECEMBER															
TOTAL	114	145	97,572	132,508	\$3,651,069	\$284,143	(\$39,422)	\$58,250	\$930,676	\$8,324	\$130,265	\$15,792	\$39,214	\$1,427,242	\$93,036

NOTES: 1. Number of Event Days includes Move-In/Move-Out/Rehearsal days.

2. TOTAL EVENT REVENUE includes Licence Fees, Box Office Fees, Event Charges, Food & Beverage Concession, Souvenir Sales, Coat Check and TicketMaster Commission.

3. BOX OFFICE FEES are exclusive of Credit Card Fees.

HAMILTON PLACE THEATRE
GREAT HALL
NOVEMBER 30, 2003
MONTHLY EVENT REVENUE REPORT

ALLOCATION OF TOTAL HECFI EVENT REVENUE

LICENCE FEES																
# OF EVENTS/ PERFORM	# OF EVENT DAYS	NAME OF EVENT/DATE	TOTAL PAID ATTEND.	TOTAL ATTEND.	GROSS TICKET SALES	BASIC BUILDING FEE	PROMOTIONS/ CO- PROMOTIONS	BOX OFFICE FEES	EVENT CHARGE RECOVERIES	COAT CHECK	FOOD & BEVERAGE CONCESSION	SOUVENIR & NOVELTY CONCESSION	TICKETMASTER COMMISSION	TOTAL EVENT REVENUE	TICKET SURCHARGE	
2	2	Frankenstein/Nov. 1 & 2	1,294	2,514	\$74,681	\$4,400	\$0	\$1,500	\$8,396	\$96	\$2,394	\$0	\$992	\$17,778	\$1,814	
1	1	Just for Laughs/Nov. 4	1,942	2,073	\$67,041	\$4,500	\$0	\$1,500	\$6,082	\$82	\$2,121	\$94	\$1,892	\$16,271	\$2,722	
1	1	Brott Music Festival/Nov 6	245	245	\$6,125	\$1,900	\$0	\$0	\$2,618	\$13	\$51	\$0	\$0	\$4,582	\$343	
1	2	HPO/November 8	1,147	1,632	\$41,852	\$2,850	\$0	\$250	\$3,774	\$191	\$1,186	\$0	\$39	\$8,290	\$1,608	
2	1	Robert Munsch/Nov 9	2,201	2,447	\$31,270	\$3,970	\$0	\$2,250	\$7,190	\$50	\$783	\$757	\$337	\$15,337	\$0	
1	1	Loretta Lynn/Nov 12	1,125	1,211	\$55,947	\$0	(\$4,768)	\$1,500	\$14,441	\$77	\$1,163	\$1,177	\$913	\$14,503	\$1,577	
2	2	McMaster Convocation Nov 12-13	0	1,350	\$0	\$3,300	\$0	\$0	\$4,389	\$348	\$2,768	\$0	\$0	\$10,805	\$0	
4	2	Brott Education Concerts/Nov 18-19	3,000	3,000	\$12,750	\$1,900	\$0	\$0	\$5,459	\$0	\$0	\$0	\$0	\$7,359	\$0	
1	1	Jesse Cook/November 22	1,195	1,307	\$44,728	\$0	\$3,306	\$1,500	\$10,869	\$176	\$2,011	\$1,043	\$881	\$19,886	\$1,675	
2	4	Popera/Nov 28 & 29	2,845	3,087	\$127,333	\$6,950	\$0	\$500	\$9,372	\$651	\$3,048	\$0	\$21	\$20,542	\$3,989	
1	1	Bruce Cockburn/Nov 30	558	681	\$20,865	\$0	(\$5,114)	\$1,500	\$8,950	\$32	\$1,529	\$276	\$509	\$7,682	\$782	
18	18		15,552	19,557	\$482,592	\$29,770	(\$6,576)	\$10,500	\$81,540	\$1,716	\$17,054	\$3,347	\$5,684	\$143,035	\$14,510	

NOTES: 1. Number of Event Days includes Move-In/Move-Out/Rehearsal days.

2. TOTAL EVENT REVENUE includes Licence Fees, Box Office Fees, Event Charges, Food & Beverage Concession, Souvenir Sales, Coat Check and TicketMaster Commission.

3. BOX OFFICE FEES are exclusive of Credit Card Fees.

4. Event Revenues pertaining to events which commence in one month and overlap to the following month are reflected in the latter month, which is the month of settlement.

HAMILTON PLACE THEATRE STUDIO THEATRE 2003 YEAR-TO-DATE EVENT REVENUE REPORT

ALLOCATION OF TOTAL HECHI EVENT REVENUE

MONTH	# OF EVENTS/ PERFORM	# OF EVENT DAYS	TOTAL PAID ATTEND	TOTAL ATTEND	GROSS TICKET SALES	LICENCE FEES		BOX OFFICE FEES	EVENT CHARGE RECOVERIES	COAT CHECK	FOOD & BEVERAGE CONCESSION	SOUVENIR & NOVELTY CONCESSION	TICKETMASTER COMMISSION	TOTAL EVENT REVENUE	TICKET SURCHARGE
						BASIC BUILDING FEE	PROMOTIONS/ CO- PROMOTIONS								
JANUARY	5	5	687	1,222	\$8,672	\$1,360	\$0	\$248	\$3,292	\$367	\$10,465	\$0	\$11	\$15,743	\$0
FEBRUARY	12	18	1,424	1,953	\$24,016	\$2,640	(\$4,840)	\$200	\$8,485	\$41	\$2,382	\$0	\$74	\$8,982	\$430
MARCH	8	8	812	1,370	\$13,874	\$1,910	(\$8,533)	\$698	\$11,772	\$0	\$3,170	\$0	\$245	\$9,262	\$133
APRIL	10	21	1,157	1,705	\$20,029	\$3,775	\$0	\$125	\$4,698	\$0	\$1,483	\$0	\$8	\$10,089	\$423
MAY	7	11	1,280	1,706	\$20,516	\$3,508	\$0	\$380	\$6,081	\$0	\$3,609	\$271	\$208	\$14,057	\$86
JUNE	14	11	1,722	2,289	\$35,458	\$4,190	\$0	\$476	\$6,917	\$0	\$4,331	\$0	\$142	\$16,056	\$544
JULY	2	2	156	254	\$1,616	\$1,000	\$0	\$200	\$1,025	\$0	\$673	\$0	\$0	\$2,898	\$0
AUGUST	5	19	297	1,197	\$8,316	\$2,750	\$0	\$0	\$5,051	\$0	\$171	\$0	\$0	\$7,972	\$0
SEPTEMBER	11	10	833	1,266	\$14,319	\$3,300	\$0	\$100	\$5,970	\$0	\$1,187	\$0	\$21	\$10,578	\$405
OCTOBER	12	15	852	2,759	\$16,586	\$5,500	\$114	\$742	\$9,904	\$1	\$7,456	\$191	\$356	\$24,264	\$94
NOVEMBER	7	9	474	954	\$10,731	\$3,500	\$0	\$193	\$3,066	\$0	\$672	\$0	\$63	\$7,494	\$108
DECEMBER															
TOTAL	93	129	9,694	16,675	\$174,133	\$33,433	(\$13,259)	\$3,362	\$66,261	\$409	\$35,599	\$462	\$1,128	\$127,395	\$2,223

- NOTES:
1. Number of Event Days includes Move-In/Move-Out/Rehearsal days.
 2. TOTAL EVENT REVENUE includes Licence Fees, Box Office Fees, Event Charges, Food & Beverage Concession, Souvenir Sales, Coat Check and Ticketmaster Commission.
 3. BOX OFFICE FEES are exclusive of Credit Card Fees.

HAMILTON PLACE THEATRE
STUDIO THEATRE
NOVEMBER 30, 2003
MONTHLY EVENT REVENUE REPORT

ALLOCATION OF TOTAL HECFI EVENT REVENUE

# OF EVENTS/ PERFORM	# OF EVENT DAYS	NAME OF EVENT/DATE	TOTAL PAID ATTEND	TOTAL ATTEND	GROSS TICKET SALES	LICENCE FEES				BOX OFFICE FEES	EVENT CHARGE RECOVERIES	COAT CHECK	FOOD & BEVERAGE CONCESSION	SOUVENIR & NOVELTY CONCESSION	TICKETMASTER COMMISSION	TOTAL EVENT REVENUE	TICKET SURCHARGE
						BASIC BUILDING FEE	PROMOTIONS/ CO- PROMOTIONS										
1	1	Symphony Hamilton/Nov 1	227	257	\$4,178	\$500	\$0	\$0	\$193	\$275	\$0	\$209	\$0	\$0	\$63	\$1,240	\$46
1	2	Brott Crouching Tiger/ Nov 2	121	121	\$3,025	\$750	\$0	\$0	\$0	\$820	\$0	\$101	\$0	\$0	\$0	\$1,671	\$30
1	1	Hatts off Reception/Nov 4	0	200	\$0	\$500	\$0	\$0	\$0	\$295	\$0	\$0	\$0	\$0	\$0	\$795	\$0
2	2	McMaster Convocation/Nov 14-15	0	200	\$0	\$500	\$0	\$0	\$0	\$786	\$0	\$0	\$0	\$0	\$0	\$1,286	\$0
1	1	Tribal Productions/Nov 18	0	50	\$0	\$500	\$0	\$0	\$0	\$460	\$0	\$277	\$0	\$0	\$0	\$1,237	\$0
1	2	Brott Music Festival/Nov 20	126	126	\$3,528	\$750	\$0	\$0	\$0	\$430	\$0	\$85	\$0	\$0	\$0	\$1,265	\$32
7	9		474	954	\$10,731	\$3,500	\$0	\$0	\$193	\$3,066	\$0	\$672	\$0	\$0	\$63	\$7,494	\$108

NOTES: 1. Number of Event Days includes Move-In/Move-Out/Rehearsal days.

2. TOTAL EVENT REVENUE includes Licence Fees, Box Office Fees, Event Charges, Food & Beverage Concession.

HAMILTON PLACE THEATRE
GREAT HALL
YEAR-TO-DATE ANALYSIS
BY TYPE OF EVENT
AS AT NOVEMBER 30, 2003

TYPE OF EVENT	2003			2002			2003			2002			2003			2002		
	# OF EVENTS/ PERFORM	% OF TOTAL	% OF TOTAL	# OF EVENTS/ PERFORM	% OF TOTAL	% OF TOTAL	TOTAL EVENT REVENUE	% OF TOTAL	% OF TOTAL	TOTAL EVENT REVENUE	% OF TOTAL	% OF TOTAL	TOTAL ATTENDANCE	% OF TOTAL	% OF TOTAL	TOTAL ATTENDANCE	% OF TOTAL	% OF TOTAL
MAJOR TENANTS	23	20.2%		28	20.1%		\$377,993	26.5%		\$480,193	30.4%		33,765	25.5%		41,405	23.8%	
THEATRE/MUSICALS	4	3.5%		8	5.8%		\$15,990	1.1%		\$116,221	7.4%		4,796	3.6%		9,958	5.7%	
VARIETY	15	13.2%		4	2.9%		\$181,261	12.7%		\$20,316	1.3%		12,316	9.3%		3,402	2.0%	
CONCERTS	27	23.7%		42	30.2%		\$339,409	23.8%		\$451,760	28.6%		34,089	25.7%		59,094	33.9%	
DANCE	22	19.3%		12	8.6%		\$302,521	21.2%		\$190,182	12.0%		22,510	17.0%		15,259	8.8%	
OTHER	23	20.2%		45	32.4%		\$210,068	14.7%		\$322,478	20.4%		25,032	18.9%		45,142	25.9%	
TOTAL	114	100.0%		139	100.0%		\$1,427,242	100.0%		\$1,581,150	100.0%		132,508	100.0%		174,260	100.0%	

HAMILTON PLACE THEATRE
STUDIO THEATRE
YEAR-TO-DATE ANALYSIS
BY TYPE OF EVENT
AS AT NOVEMBER 30, 2003

TYPE OF EVENT	2003		2002		2003		2002		2003		2002	
	# OF EVENTS/ PERFORM	% OF TOTAL	# OF EVENTS/ PERFORM	% OF TOTAL	TOTAL EVENT REVENUE	% OF TOTAL	TOTAL EVENT REVENUE	% OF TOTAL	TOTAL ATTENDANCE	% OF TOTAL	TOTAL ATTENDANCE	% OF TOTAL
MAJOR TENANTS	28	30.1%	44	38.3%	\$24,052	18.9%	\$28,947	20.5%	4,645	27.9%	6,343	34.0%
THEATRE/MUSICALS	0	0.0%	7	6.1%	\$0	0.0%	\$5,261	3.7%	0	0.0%	1,202	6.4%
ARTS	8	8.6%	9	7.8%	\$10,829	8.5%	\$11,549	8.2%	1,190	7.1%	1,536	8.2%
CONCERTS	24	25.8%	18	15.7%	\$38,091	29.9%	\$30,839	21.9%	4,107	24.6%	3,224	17.3%
DANCE	3	3.2%	4	3.5%	\$4,455	3.5%	\$4,318	3.1%	762	4.6%	666	3.6%
OTHER	30	32.3%	33	28.7%	\$49,968	39.2%	\$60,057	42.6%	5,971	35.8%	5,674	30.4%
TOTAL	93	100.0%	115	100.0%	\$127,395	100.0%	\$140,970	100.0%	16,675	100.0%	18,645	100.0%

HOSPITALITY FUTURE SALES BOOKING REPORT

NOVEMBER 2002 - 2003

MONTH	CONVENTIONS				SPECIAL EVENTS/AMATEUR SPORTS				OTHER				TOTALS			
	Attained 2002		Attained 2003		Attained 2002		Attained 2003		Attained 2002		Attained 2003		Attained 2002		Attained 2003	
	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars
January	1	28,000	3	95,000	1	6,000	0	0	4	28,000	0	0	6	62,000	3	95,000
February	1	10,000	2	73,000	1	15,000	0	0	1	2,000	0	0	3	27,000	2	73,000
March	4	169,000	2	55,000	0	0	1	17,000	2	18,000	2	17,000	6	187,000	5	89,000
April	4	220,000	5	124,000	0	0	0	0	3	24,000	3	56,000	7	244,000	8	180,000
May	4	143,000	1	65,000	0	0	1	160,000	2	21,000	0	0	6	164,000	2	225,000
June	1	20,000	2	85,000	0	0	0	0	1	25,000	0	0	2	45,000	2	85,000
July	2	99,000	1	35,000	0	0	0	0	1	6,000	1	55,000	3	105,000	2	90,000
August	4	120,000	1	5,000	0	0	0	0	3	55,000	0	0	7	175,000	1	5,000
September	3	78,000	3	128,000	0	0	0	0	1	4,000	1	3,000	4	82,000	4	131,000
October	1	10,000	1	50,000	0	0	0	0	2	17,000	2	30,000	3	27,000	3	80,000
November	2	130,000	3	60,000	0	0	0	0	2	12,000	1	15,000	4	142,000	4	75,000
December																
TOTAL	27	1,027,000	24	775,000	2	21,000	2	177,000	22	212,000	10	176,000	51	1,260,000	36	1,128,000

CLIENT SERVICES BOOKING REPORT

NOVEMBER 2002 & 2003

MONTH	MEALS & BANQUETS				MEETINGS				RECEPTIONS				WEDDINGS			
	Attained 2002		Attained 2003		Attained 2002		Attained 2003		Attained 2002		Attained 2003		Attained 2002		Attained 2003	
	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars
January	9	70,200	10	72,481	25	21,763	24	27,889	4	20,390	2	3,356	0	0	1	7,153
February	8	39,226	7	123,562	18	38,071	20	32,827	2	7,375	1	2,995	0	0	0	0
March	5	33,885	1	314	17	35,262	26	46,587	0	0	2	5,501	0	0	0	0
April	10	52,279	8	108,568	14	7,225	18	24,879	4	10,715	1	2,938	0	0	0	0
May	11	122,312	13	54,459	14	23,621	17	15,594	0	0	0	0	1	10,830	0	0
June	11	152,907	8	70,067	10	34,069	5	13,372	1	13,910	1	12,360	0	0	3	30,010
July	6	30,878	8	110,517	7	11,050	7	15,849	0	0	3	4,582	1	3,220	0	0
August	4	28,529	1	19,227	8	9,116	9	16,534	0	0	0	0	0	0	0	0
September	7	53,968	7	36,814	13	38,242	20	64,173	0	0	1	5,446	0	0	1	3,052
October	10	38,065	5	47,535	21	45,040	13	28,329	0	0	1	2,608	1	3,700	0	0
November	9	100,452	11	87,011	14	29,708	20	23,033	2	4,920	2	5,168	0	0	0	0
December																
TOTAL	90	722,701	79	730,555	161	293,167	179	309,066	13	57,310	14	44,954	3	17,750	5	40,215

MONTH	TRADE SHOWS				OTHER				TOTALS			
	Attained 2002		Attained 2003		Attained 2002		Attained 2003		Attained 2002		Attained 2003	
	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars
January	1	10,896	0	0	1	3,576	2	22,133	40	126,825	39	133,012
February	1	9,139	1	6,002	3	73,195	4	77,064	32	167,006	33	242,450
March	0	0	1	4,375	3	3,900	1	1,696	25	73,047	31	58,473
April	0	0	2	12,151	3	32,550	0	0	31	102,769	29	148,536
May	2	27,807	0	0	2	3,962	2	14,225	30	188,532	32	84,278
June	0	0	0	0	5	16,520	10	27,992	27	217,406	27	153,801
July	0	0	1	47,408	2	14,544	1	7,960	16	59,692	20	186,316
August	0	0	0	0	1	1,300	3	18,984	13	38,945	13	54,745
September	0	0	2	34,307	3	11,513	2	3,300	23	103,723	33	147,092
October	1	3,241	2	27,341	2	2,361	2	3,759	35	92,407	23	109,572
November	0	0	0	0	1	520	1	125	26	135,600	34	115,337
December												
TOTAL	5	51,083	9	131,584	26	163,941	28	177,238	298	1,305,952	314	1,433,612



Hamilton
Entertainment
and Convention
Facilities Inc.

5.6

REPORT TO : MARKETING & SALES COMMITTEE

FROM : Mr. John Elder
Programming Manager

COPY TO : Mr. Rich Rakoczy
Programmer

DATE : 2003 December 9

RE : CONFIRMED EVENTS/PERFORMANCES
FROM DECEMBER 2003 TO MARCH 2004

The attached chart details the status of confirmed events/performances at Hamilton Place, Copps Coliseum, and Hamilton Convention Centre from DECEMBER 2003 TO MARCH 2004..
Respectfully submitted:

John Elder
Programming Manager

HAMILTON
CONVENTION
CENTRE

Copps
Coliseum

HAMILTON
PLACE
THEATRE

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

DEC 2003	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	Brott Music - Handel's Messiah 7:30 pm	Players Guild Dark		
2		Players Guild Dark		
3		Players Guild Dark		
4	Geritol Follies Christmas 2:00 pm	Three Tall Women 8:00 pm		
5	Geritol Follies Christmas 7:30 pm	Three Tall Women 8:00 pm		Hamilton vs Binghamton 7:00 pm
6	HPO - Pages From History 8:00 pm	Three Tall Women 2 pm & 8 pm		TDL Group Xmas Party Noon-5 pm
7		Symphony Hamilton 3:00 pm		Hamilton vs Toronto 3:30 pm
8	The Nutcracker Move in/Set Up	The Nutcracker		
9	The Nutcracker Set Up/Rehearsal	The Nutcracker		
10	The Nutcracker Set Up/Rehearsal	The Nutcracker		Movie Shoot 6 am - 12 am
11	The Nutcracker - Rehearsal 12:00 pm	The Nutcracker		
12	The Nutcracker 12 pm & 7:30 pm	The Nutcracker		Hamilton vs Cleveland 7:00 pm
13	The Nutcracker 2:00 pm & 7:30 pm	The Nutcracker		
14	The Nutcracker - Dark	The Nutcracker		Hamilton vs Manitoba 4:00 pm
15				
16				
17	HPO Christmas Rehearsal 2:00 pm			Hamilton vs Cincinnati 7:00 pm
18	HPO Christmas Educational Concerts 9:30 am and 11:30 am			Dofasco Move In / Set Up
19	Cdn Male Orpheus Choir 8:00 pm			Dofasco Move In/ Set Up
20	HPO Christmas Pops 8:00 pm	Ray Lyell Christmas 12:00 noon		Dofasco Move In/ Set Up
21				Dofasco Christmas 12 pm - 5:00 pm
22				Dofasco Move Out
23				Hamilton vs Philadelphia 7:00 pm
24				
25				
26				HECFI Skating Party 2-4 pm
27				Hamilton vs St. John's 7:00 pm
28				Hamilton vs St. John's 4:00 pm
29				
30				
31	Salute To Vienna Rehearsal 1 pm			

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

JAN 2004	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	Salute to Vienna 2:30 pm (CP)		Salute To Vienna Reception 4 pm	
2				Hamilton vs Syracuse 7:00 pm
3				Hamilton vs Toronto 3:30 pm
4				
5				
6				
7				
8	HPO Rehearsals 10 am & 2 pm			
9	HPO Rehearsals 10 am & 2 pm			Hamilton vs Cleveland 7:00 pm
10	HPO Sold To The Devil 8:00 pm			Hamilton vs Manitoba 3:30 pm
11				Ice Prep
12				Ice Prep
13		HPO Auditions 10:00 am-4:00 pm		Ice Prep
14		Ontario College of Nurses 9:00 am- 5:00 pm		
15				ISU FS Championships Move In/Set Up
16		Private Reception		ISU FS Championships Move In/Set Up
17	Bill Cosby 6:30 pm & 9:00 pm	Mac Dance Club 8:00 pm		ISU FS Championships Move In/Set Up
18		Mac Dance Club 2:00 pm & 8:00 pm		ISU FS Championships Move In/Set Up
19				ISU FS Championships - Qualifiers
20				ISU FS Championships - Qualifiers
21				ISU FS Championships Opening 4:00 pm
22				ISU FS Championships Dance/Short 1pm
23	Career College Graduation 7:00 pm			ISU FS Championships Dance/Ladies 4:00 pm
24	The Pink Floyd Experience 8:00 pm (CP)	Elvis Double Trouble 8 pm		ISU FS Championships Pairs/Men Free 4:00 pm
25				ISU FS Championships - Gala 3:00 pm
26	H-W Catholic School Board 9:00 am			Ice Out
27				Ice Out
28	Opera Hamilton Pre Hang/Move In			Ice Out
29	Opera Hamilton Dress Rehearsal 7:30 pm		Classic Rock Thursday 8 pm	Hamilton RV Show Move In/Setup
30	Opera - Dark			Hamilton RV Show 12:00 pm - 9:00 pm
31	Opera Hamilton - Portrait of Manon 8 pm			Hamilton RV Show 12:00 pm- 9:00 pm

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

FEB 2004	HAMILTON PLACE Great Hall	STUDIO THEATRE	H.C.C.	COPPS COLISEUM
1	Opera - Open	Players Guild - Open		RCV Show 10:00 am - 6:00 pm
2	Opera - Open	Players Guild - Open		RV Show Move-Out
3	Opera - Open	Players Guild - Move In		Ice In
4	Opera - Open	Players Guild - Move In		Hamilton vs Rochester 7:00 pm
5	Opera - Portrait of Manon 8:00 pm	Love In A Minor Key - 7:30 pm		Concert set up
6	Opera - Dark	Love In A Minor Key - 8:00 pm		Sarah Brightman 8:00 pm (CP)
7	Opera - Portrait of Manon 8:00 pm	Love In A Minor Key - 8:00 pm		Celebrity Hockey Game 12:00 pm / Bulldogs vs St. John's 3:30 pm /
8		Players Guild - Dark		Greatest NHL Oldtimers Hockey 4:00 pm
9		Players Guild - Dark		
10		Players Guild - Dark		
11	Ballet Jorgen Move In/Rehearsal	Players Guild - Dark		Bulldogs vs St. John's 7:00 pm
12	Ballet Jorgen 12:30 pm & 8:00 pm	Love In A Minor Key - 8:00 pm		
13	HPO Rehearsal 2:00 pm - 4:30 pm	Love In A Minor Key- 2pm & 8pm		Hamilton vs Toronto 7:00 pm
14	HPO - Be My Valentine 8:00 pm	Love In A Minor Key 2pm & 8pm		McMaster Basketball
15		This is Tap 7:30 pm		Hamilton vs Manitoba 4:00 pm
16				
17				Hamilton vs Cincinnati 7:00 pm
18				Indoor Games Move In
19		Arrogant Worms 8 pm		Indoor Games Event Day - 8 am - 6 pm
20	Bear In Big Blue House 7:00 pm			Indoor Games Event Day - 8 am - 6 pm
21	Bear In Big Blue House 10:30 am/2pm	Sarena Paton CD Release 8 pm		Hamilton vs Cincinnati 7:00 pm
22	Bear In Big Blue House 1 pm/4:30 pm			Hamilton vs Albany 4:00 pm
23				
24				
25				
26	Stomp 8:00 pm (CP)			
27	Stomp 8:00 pm (CP)			
28	Stomp 2:00 pm & 8:00 pm (CP)	Symphony Hamilton 8:00 pm		Hamilton vs Syracuse 7:00 pm
29	HPO Family Concert 2:00 pm			

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

MAR 2004	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1				
2	Festival of Strings 7:30 pm	Festival of Strings		
3	An Evening with The Ten Tenors 7:30 pm (CP)			Bulldogs vs. Syracuse - 7:00 p.m.
4				
5				
6	An Evening with Roger Whittaker - 8:00 p.m.			
7				
8				
9	Andre Philippe Gagnon 7:30 pm (CP)			
10				
11		HPO Rehearsal 10 am		Bulldogs vs Chicago 7pm
12	An Evening with Tom Jones 8:00 pm	HPO Rehearsals 10 am/2 pm		
13	HPO Virtuosity 8:00pm			Bulldogs vs. Rochester 7pm
14				John Mayer 7:30 pm (CP)
15	Gypsy Spirit Journey of the Roma 7:30 pm (CP)			Bulldogs vs. Manitoba 7:00 pm
16				* Disney on Ice- Move In
17				* Disney on Ice 7:00 pm
18				* Disney on Ice 1:00 pm / 6:30 pm
19				* Disney on Ice 1:00 pm / 6:30 pm
20				*Disney On Ice 1:00 pm & 5:00 pm
21				* Disney On Ice 1:00 pm
22				* Disney Move Out
23				
24				
25				
26	Ron James 8 pm	The Shooting Eye		Bulldogs vs. St. John's - 7:00 pm
27	Hamilton All Star Jazz 20 th Anniversary 8 pm	The Shooting Eye		
28		The Shooting Eye		
29				
30				
31				

* Disney on Ice: Mickey & Minnie's Magical Journey

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEMORANDUM

TO: MARKETING & SALES COMMITTEE

FROM: Mr. B. Calder, Acting Managing Director/CEO
Mr. S. Farrauto, Hospitality Programming & Sales Manager

DATE: 2003 December 5

SUBJECT: Confirmed & Actual Bookings at the Hamilton Convention Centre
NOVEMBER, DECEMBER, 2003 AND JANUARY, 2004

MONTH OF NOVEMBER, 2003

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	14	3,717
MEETINGS	27	6,116
CONVENTIONS	6	5,780
TRADE & CONSUMER SHOWS	3	2,700
OTHER	7	2,300
TOTAL	57	20,613

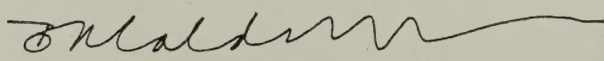
MONTH OF DECEMBER, 2003

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	16	4,528
MEETINGS	8	4,828
CONVENTIONS	0	0
TRADE & CONSUMER SHOWS	0	0
OTHER	5	5,400
TOTAL	29	14,756

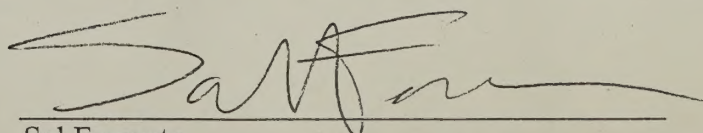
MONTH OF JANUARY, 2004

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	5	2,200
MEETINGS	9	900
CONVENTIONS	1	1,200
TRADE & CONSUMER SHOWS	1	5,000
OTHER	3	1,101
TOTAL	19	10,401

Respectfully submitted,



Brad Calder
Acting Managing Director/CEO



Sal Farrauto
Hospitality Programming & Sales Manager

UNITED STATES OF AMERICA

IN SENATE
JANUARY 1, 1901

REPORT OF THE

COMMISSIONER OF THE

LAND OFFICE

FOR THE YEAR 1900

AND FOR THE YEAR 1901

AND FOR THE YEAR 1902

AND FOR THE YEAR 1903

AND FOR THE YEAR 1904

AND FOR THE YEAR 1905

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